To designate an Authorized User, students will log into their RamPortal using their WCU ID and password.

They will then click on one of the links available under the Student Financials experience card. This will redirect them to TouchNet, our online portal to set up their authorized user(s).
Choose Authorized Users from My Profile Setup menu
Enter the email of your Authorized User and toggle Yes or No to:

- Allow person to view **billing statement** and **account activity**
- Allow person to view **payment history** and **account activity**
- Allow person to receive your **payment plan communications**
The Authorized User(s) will receive two separate emails:
1. Provides their username and confirmation of their access
2. Temporary password to set up their account

The Authorized user will then enter their username and temporary password here, using the link provided in the email. Click login.

**NOTE:** your student will need to grant access to any Authorized User to gain access.
The Authorized User will receive two separate emails:
1. Provides their username and confirmation of their access
2. Temporary password to set up their account
After a new password is created, the Authorized User will have access to view their:
- Personal Profile
- Payment Profile
- Security Settings

The Authorized User may navigate to their home page to view their student’s bill, submit payment, or enroll in a payment plan.