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).
Bill+Payment – Authorized User(s)

Student will choose Authorized Users from My Profile Setup menu
Bill+Payment – Adding Authorized Users

Students will enter the email of their authorized user and select the options they want the authorize user to have access 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
Bill+Payment – Authorized User(s) Access

The Authorized User(2) 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.
Authorized User(s) will then set up their username and password

- Access the Authorized User portal link from our website or link provided in email.
- Enter your login credentials to gain access to Bill + Payment
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.