

Get Ready for the Fall 2024

Semester

How to Add an Authorized User



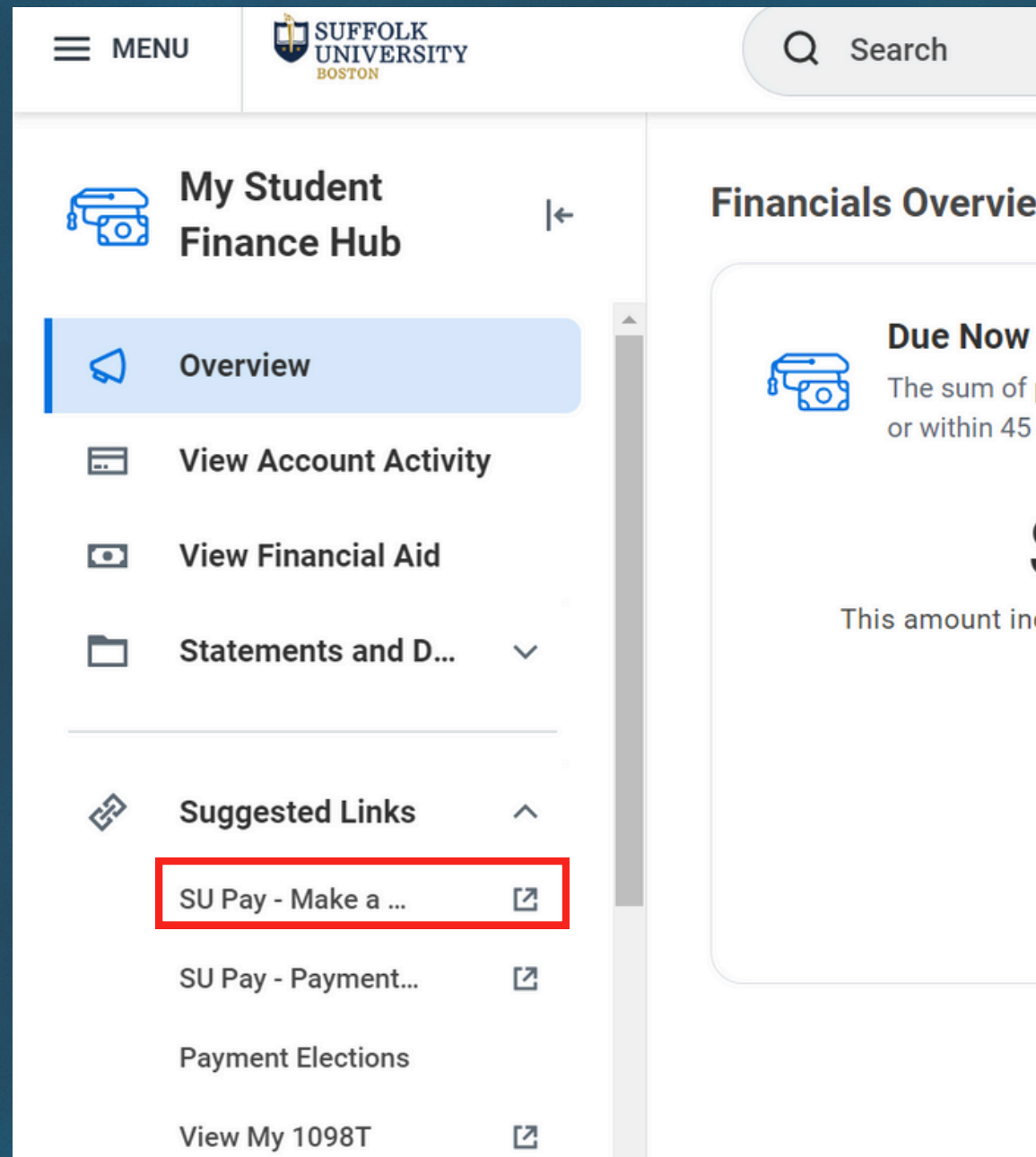
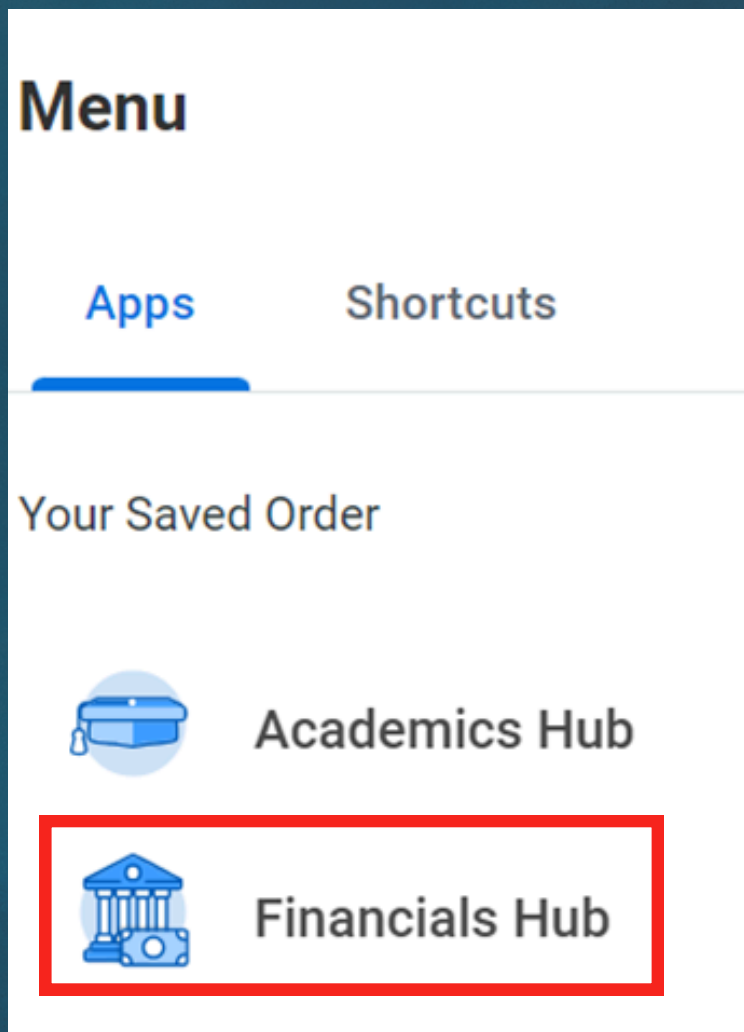
Tips for Fall 2024 Billing in Workday #1

What is an authorized user?

- An authorized user is a person that students can allow access to their tuition and billing account information.
- Authorized users have their own login credentials once given access.
- Students can add or revoke access at anytime.
- **We cannot disclose any information about a student's tuition or billing account with anyone who is not listed as an authorized user on the account.**

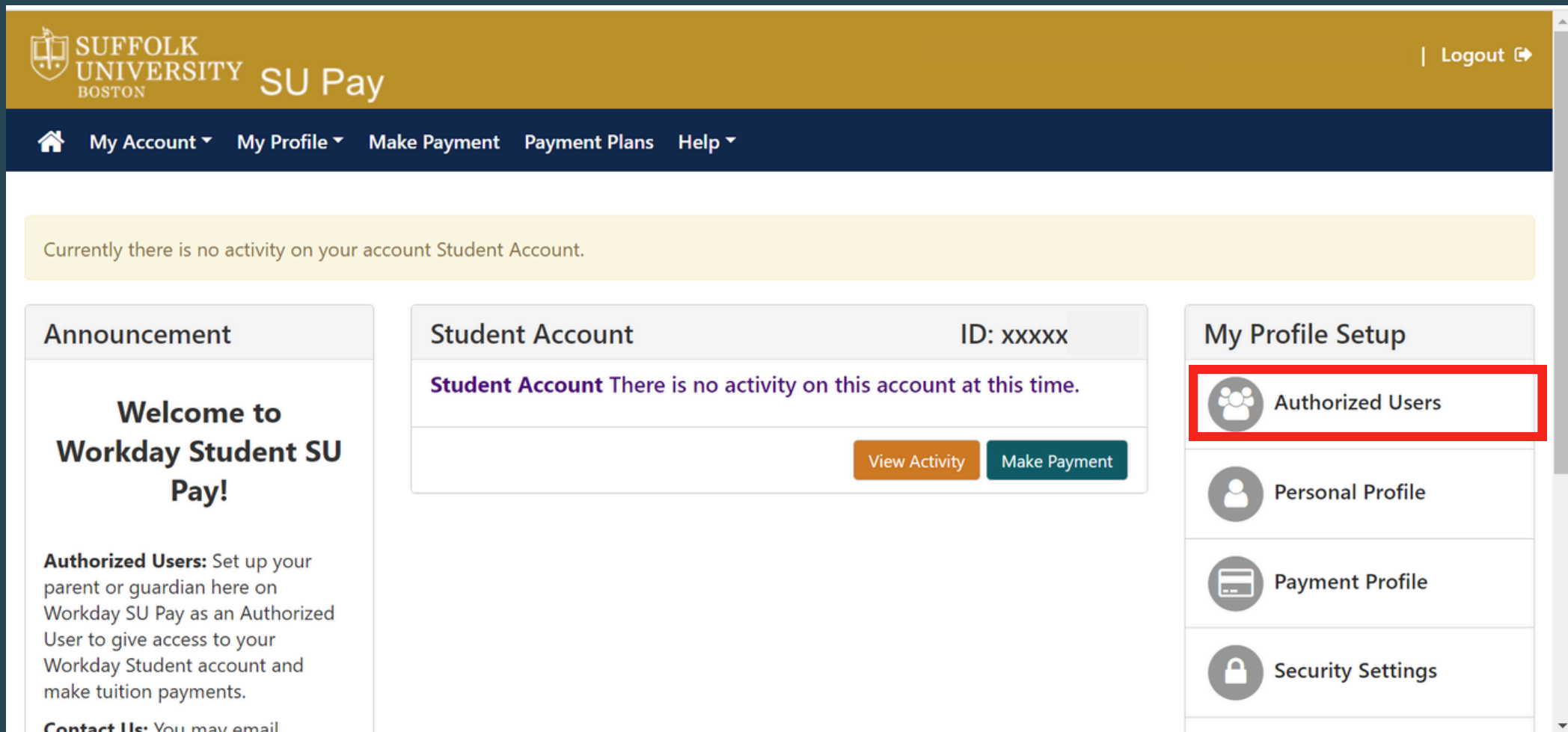
Go to your SU Pay portal via Workday

➔ Go to your Financials Hub under Menu ➔ Under Suggested Links select SU Pay - Make a Payment



Once on the homepage of SU Pay

➔ On the right under My Profile Setup ➔ Select Authorized Users



The screenshot displays the SU Pay homepage. At the top left is the Suffolk University Boston logo and 'SU Pay' text. At the top right is a 'Logout' link. Below the header is a navigation bar with 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', and 'Help'. A yellow banner states 'Currently there is no activity on your account Student Account.' The main content area is divided into three columns. The left column is an 'Announcement' titled 'Welcome to Workday Student SU Pay!' with instructions for authorized users and contact information. The middle column is the 'Student Account' section, showing 'ID: xxxxx' and a message 'Student Account There is no activity on this account at this time.' with 'View Activity' and 'Make Payment' buttons. The right column is the 'My Profile Setup' menu, where the 'Authorized Users' option is highlighted with a red box. Other options in the menu include 'Personal Profile', 'Payment Profile', and 'Security Settings'.

SUFFOLK UNIVERSITY BOSTON SU Pay | Logout

My Account My Profile Make Payment Payment Plans Help

Currently there is no activity on your account Student Account.

Announcement

Welcome to Workday Student SU Pay!

Authorized Users: Set up your parent or guardian here on Workday SU Pay as an Authorized User to give access to your Workday Student account and make tuition payments.

Contact Us: You may email

Student Account ID: xxxxx

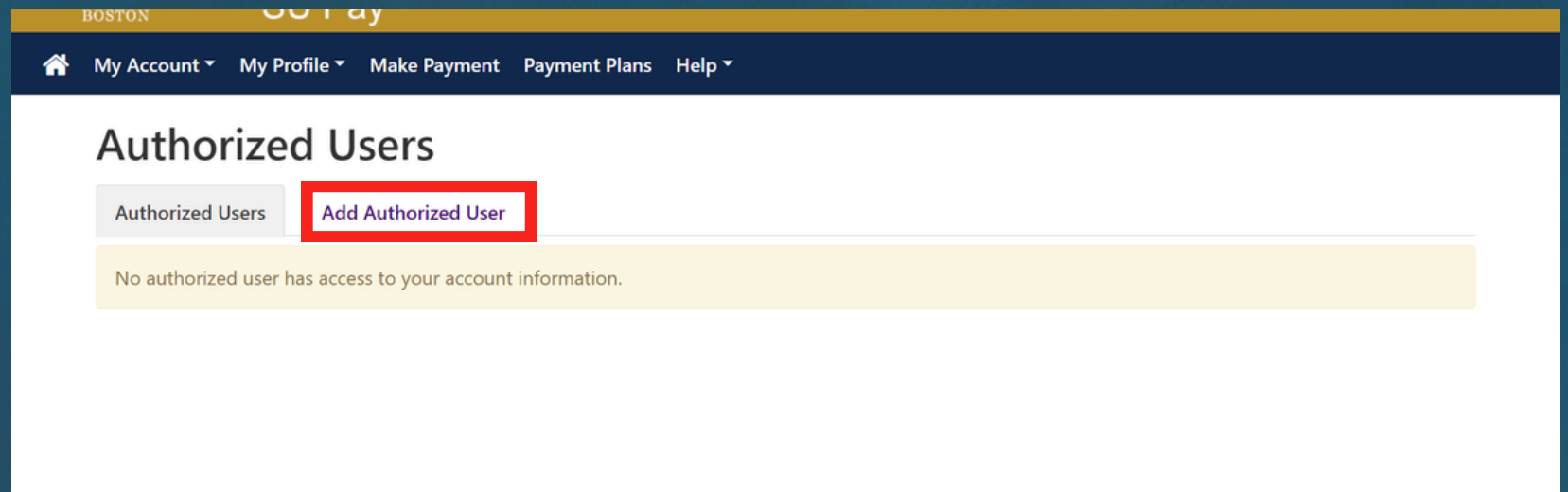
Student Account There is no activity on this account at this time.

View Activity Make Payment

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings

Next, select Add Authorized User



Finally, enter the email address of person you would like have access to your payment portal

A screenshot of the 'Authorized Users' page. The navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The page title is 'Authorized Users'. There are two buttons: 'Authorized Users' and 'Add Authorized User'. Below the buttons, a yellow message box contains the following text: 'You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.'

Below the message box, there is a form with the following fields:

- Email address of the authorized user:
- Would you like to allow this person to view your billing statement and account activity? Yes No
- Would you like to allow this person to view your 1098-T tax statement? Yes No
- Would you like to allow this person to view your payment history and account activity? Yes No

At the bottom right, there are two buttons: 'Cancel' and 'Continue'.

The new authorized user will receive two emails to create an account
The first email will say they were granted access to your student account and the second one will contain a temporary password. Please note the temporary password expires after 24 hours.