HOW TO SET UP AUTHORIZED USERS

1. Log onto my.sc.edu using your VIP ID and password.
2. Click on Account Information.
3. Click on the Payment Gateway tab and you will be prompted to use your multifactor authentication device to access the next screen.
4. Click on the Authorized Users link on the right side of the screen. This will allow a parent, guardian or someone of your choice to view information and/or make a payment on your account. You can set up multiple authorized users.
5. Click Add Authorized User.
6. Enter in the email address of the authorized user.
7. You have the option to allow this person to view your billing statement and account activity, 1098-T tax statement, and/or payment history. Click Yes or No based on the permission you would like to grant the authorized user for each option.
8. Click the Continue button.
9. Read the agreement to add an authorized user to your account. By electronically agreeing to this process you are allowing your authorized user to have access to your account. The authorized user can view the billing statement, your payment history and/or make payments on your account. They will NOT be able to view credit card and banking information stored on your account. That information will remain confidential. You will also still be responsible to make sure that payments are made to your account on time.
10. If you agree with the agreement, click the I Agree checkbox. Click the Print Agreement button if you would like a copy of the agreement.
11. Click Continue to submit this transaction.
12. Once the transaction has been accepted, you will receive a message letting you know that your authorized user will receive an email notice about this transaction. The authorized user will have their own ID and password. This screen also allows you to edit or delete an authorized user. If you delete an authorized user, they will no longer have access to your account and can no longer make payments. Click the box under Action and then Edit to change the viewing permissions on an authorized user's account. Once you update their information click the Update User button.
13. Click on the Add Authorized User link to add another authorized user and follow the steps above.