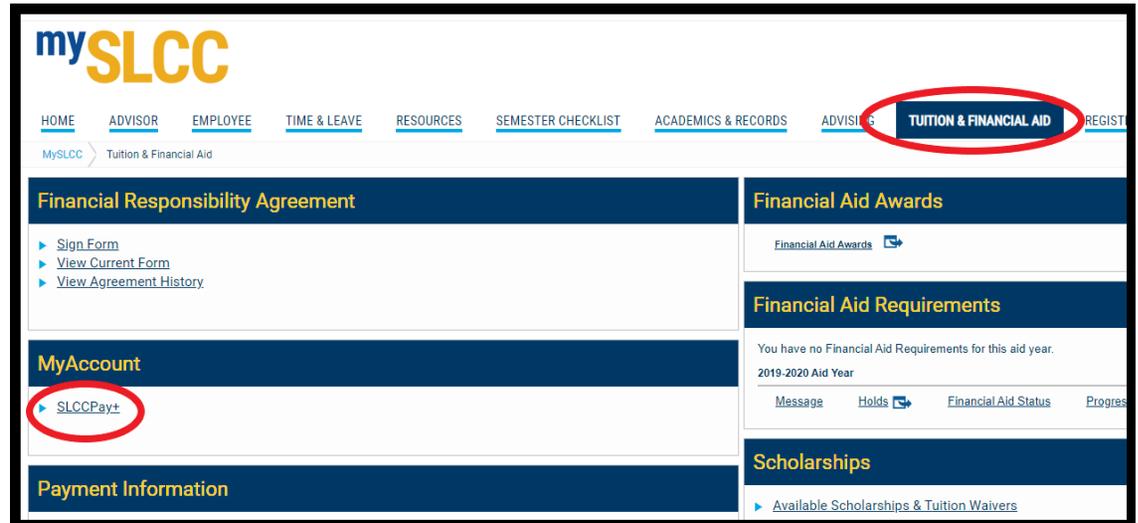# SLCCPay+
AUTHORIZE USER

1. Sign in at: https://my.slcc.edu/
2. Select the **Tuition & Financial Aid** tab on the top bar.
3. Click **SLCCPay+** under the **MyAccount** field. This will take you to your SLCCPay+ portal.

Student

4. On the right of the SLCCPay+ Home page, select **Authorized Users** from the My Profile Setup column.

> **NOTE: If you wish to authorize a third party who can call or come in to go over your account information on your behalf, you must fill out and turn in the Student Consent for Release of Records. This online process is not a substitute for the Student Consent form, which must be properly filled out and turned in to The Office of the Registrar or Records@slcc.edu.**
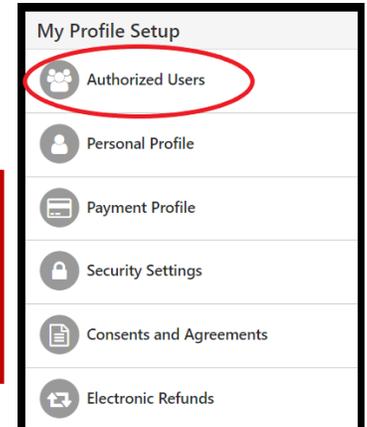
5. On the Authorized Users page, select the **Add Authorized User** tab.

6. Enter the email of the person you would like to authorize and select your authorization preferences.

7. Click **Continue**.
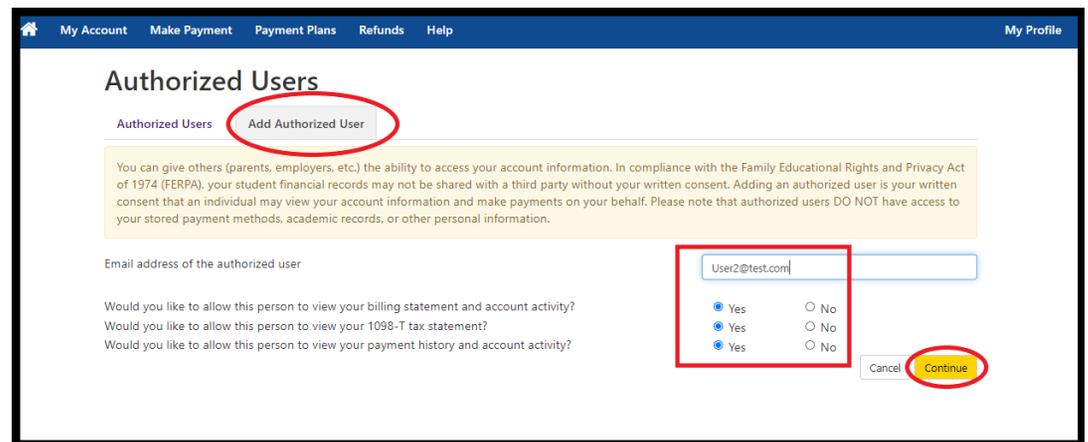
8. This will bring up the Agreement to Add Authorized User. Read through the agreement and if you would like to continue, check the box next to "I Agree," and click **Continue**—Otherwise click **Cancel** to back out.
   a. An email will be sent to the authorized user.
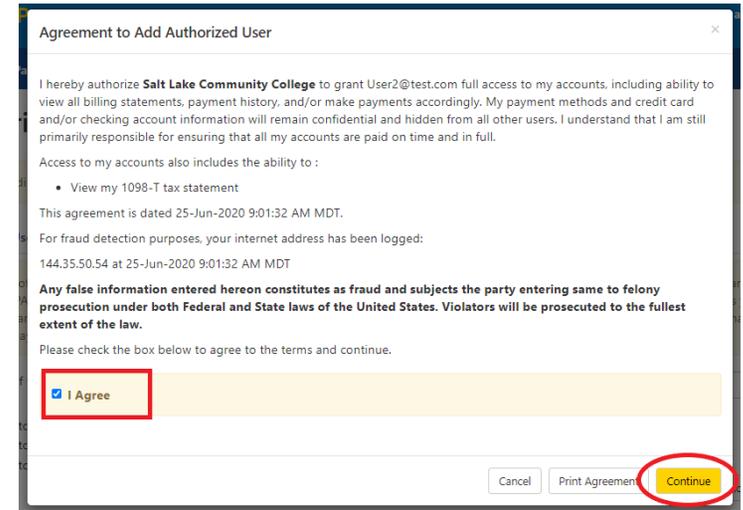
9. The email address of your authorized user will now be visible in the <u>Authorized Users</u> tab.
   a. Clicking on the **Action** icon will give you the options to Edit, Delete or Show Agreement.
   NOTE: <u>Delete</u> will revoke their online authorization, not the Consent form authorization.
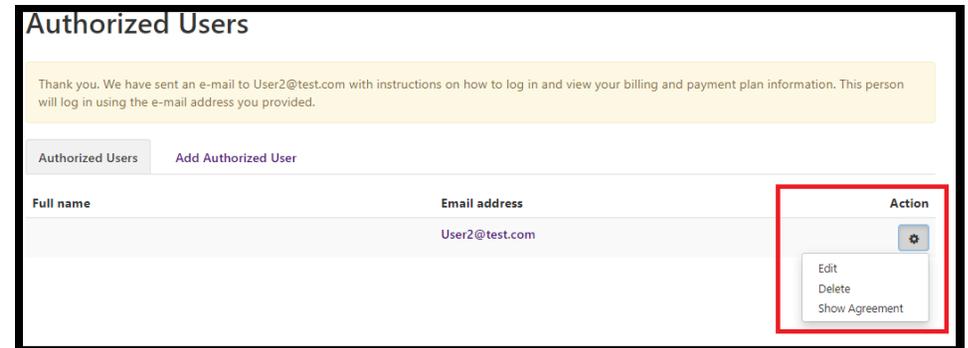
Authorized User

10. You will receive an email from AccountsReceivable@slcc.edu labelled "Your access information".

11. Copy the Temporary Password (SEE red box in the example image to the right).

12. Click the link for SLCCPay+.
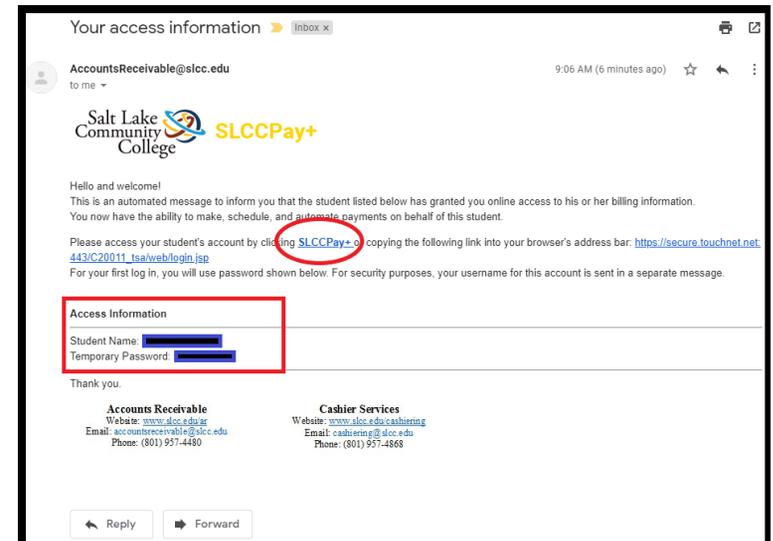
13. Select the **Authorized User** button.

14. Enter the email address where you received the "Your access information" email and enter the temporary password.

15. Click **Login**.

16. Fill out your name and create a password, which you will enter a second time for confirmation.

17. Click Continue.

18. This will bring up the My Profile page where you can set your preferences.

Congratulations!

You now have access to your own version of the student's SLCCPay+. This version has restrictions on certain features available only to students, but you now have permission to view the student's account activity and make payments in accordance with the authorizations set up by the student.