

# How to Give Access to POUNCE for Payments

## For Parents and Significant Others

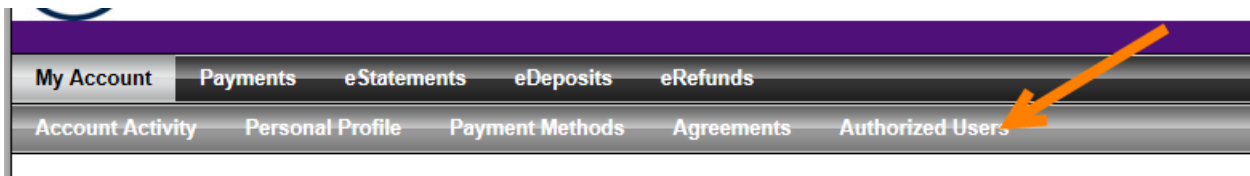
After logging into POUNCE, click this menu item on the main menu:

[Pay Your Bill/Student Account/Refund/Deposits/1098-T: Note-You must use IE for 1098T](#)

Next, scroll down and click this button:

Connect to Student Account Center

This will open a new window. In the new window, click “Authorized Users” at the top of the window.



On the next screen, you will see the description of access you are allowing, and by setting up this user you provide your consent. It also provides information about what authorized users do not have access to see.

### Authorized Users

From this page, 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.

#### ▼ Add Authorized User

E-mail 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

On this screen, you must enter a valid email address for the person you wish to be granted access and you must make three selections about what you want them to be able to see. Once you have completed the items, click Continue.

Once you click continue, the agreement details of what you have authorized will be requested to be confirmed. You must click "I Agree" on this screen to continue, then click "Continue" or you may also print the agreement.

Once you click continue here, you will see a message that the user you designated has been emailed a login ID and password to access your account for payments.

The user must view their emails to obtain the login instructions.

You may delete authorized users at anytime.

This agreement does not provide universal FERPA access to the user at the University. It only provides them access to make payments. FERPA authorization is available through the Registrar's Office.

If you need assistance with this function please contact the Business Office: 706-737-1767 or email: [business\\_office@augusta.edu](mailto:business_office@augusta.edu).