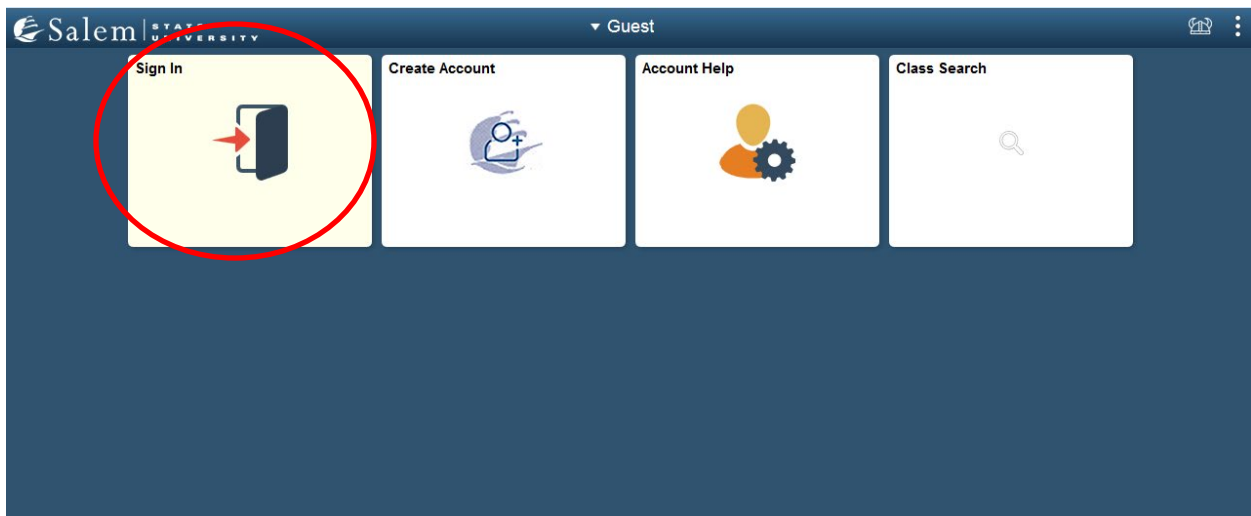


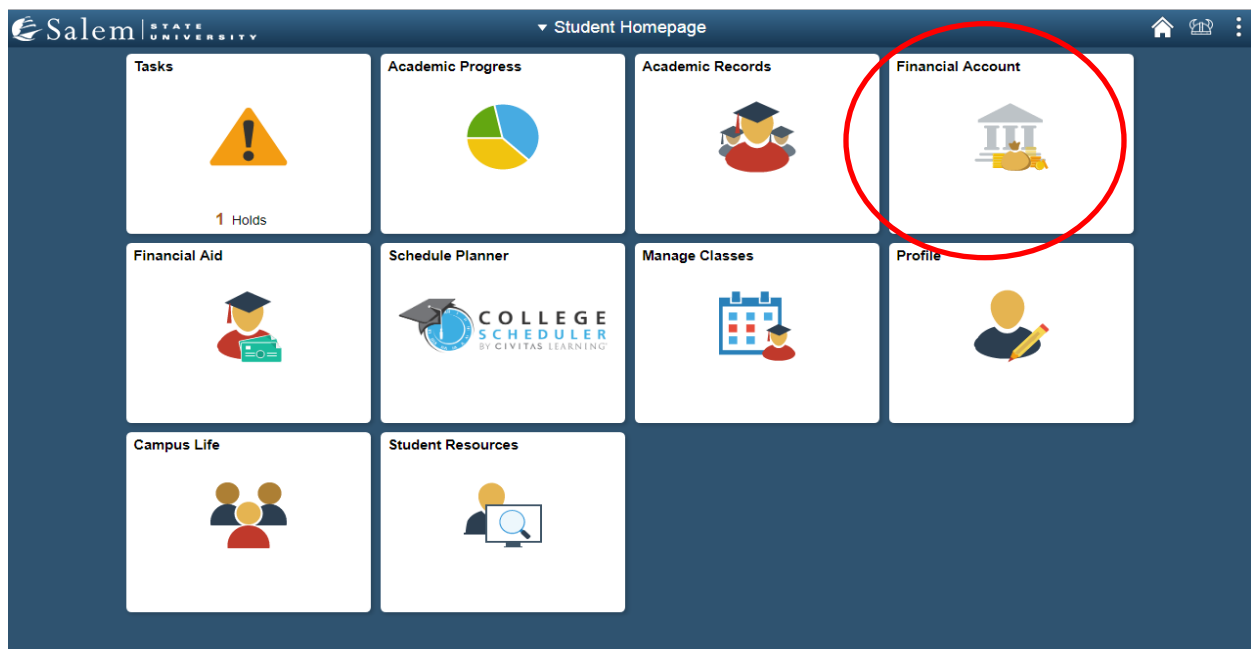
Student Navigation Center

How to: Assign an Authorized User

1. Log into Navigator.



2. Once at the Student Homepage, click on "Financial Account".



3. On the menu bar, click on “Student Accounts”. Then follow the “Click Here” link to access TouchNet”.

Note: Please make sure that pop-up windows are enabled.

The screenshot shows the 'SSU Financial Account' dashboard. On the left is a vertical menu with items: 'Manage ClipperCard Account', 'Student Accounts' (circled in red), 'Make a Payment', 'Make a Housing eDeposit', 'Make an Acceptance eDeposit', 'Student Health Insurance', 'Meal Plan Upgrade', 'Waive Commuter Meal Plan', 'Waive MassPIRG Fee', and 'VA Certification Request'. The main content area is titled 'Manage Your ClipperCard Account' and contains introductory text about 'GET Funds!', a list of features, and a note about not being able to pay with ClipperCash.

4. Once in TouchNet, select the Home button on the gray toolbar to bring you to the mail home page. The Home button looks like a small white house to the left of the My Account button.

The screenshot shows the top navigation bar of the Salem State University website. It includes the university logo, the text 'Salem STATE UNIVERSITY', and 'Logged in as:'. Below this is a gray toolbar with a home icon (a small white house) circled in red with a red arrow pointing to it, followed by 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'.

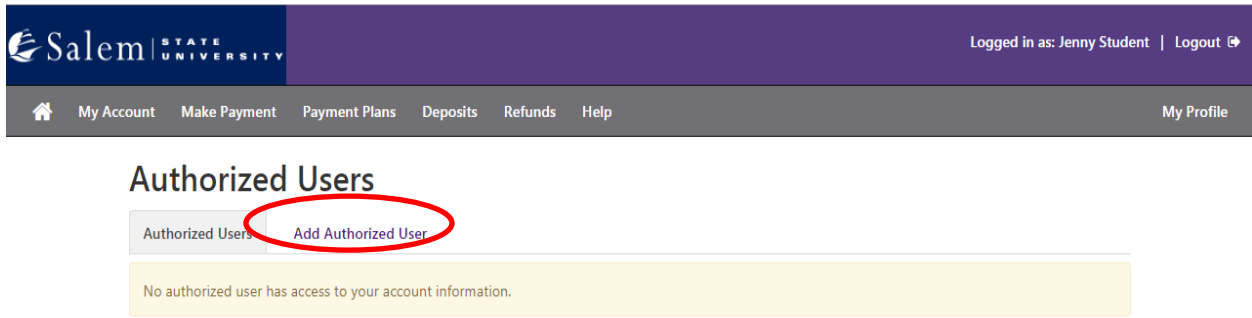
Account Activity

Expand All Print Excel PDF

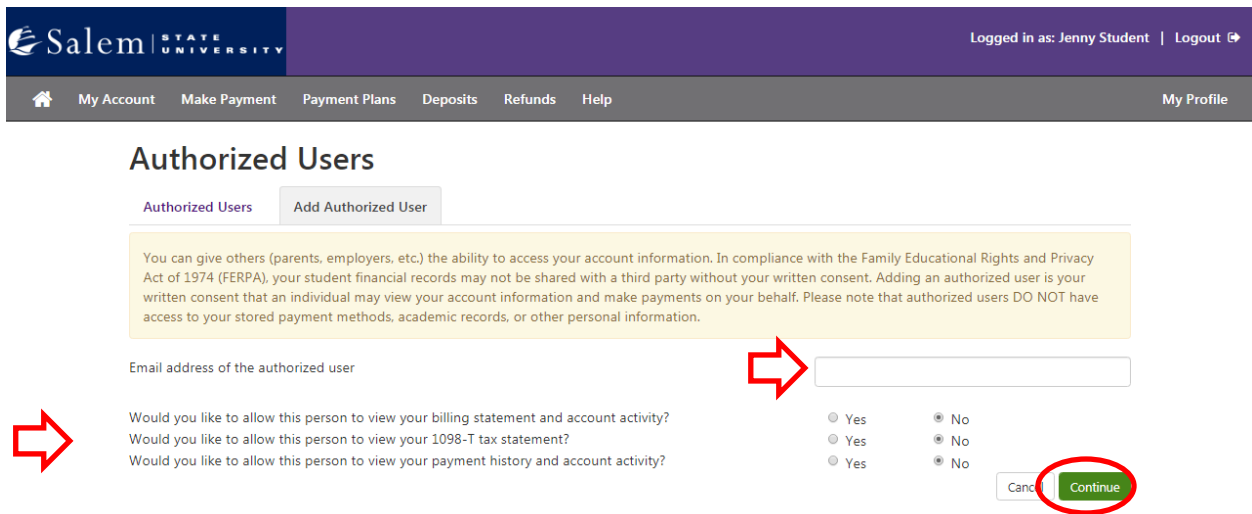
5. Click on “Authorized Users”.

The screenshot shows the 'Account Activity' page. At the top is the Salem State University logo and 'Logged in as: Jenny Student | Logout'. Below is a navigation bar with 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The main content area has an 'Announcement' box, two informational boxes about payment profiles and direct deposit, a 'I would like to pay...' section with a dropdown menu, and a 'Student Account' summary showing a balance of \$10.00. On the right is a 'My Profile Setup' sidebar with links: 'Authorized Users' (circled in red), 'Personal Profile', 'Payment Profile', 'Security Settings', 'Consents and Agreements', and 'Electronic Refunds'.

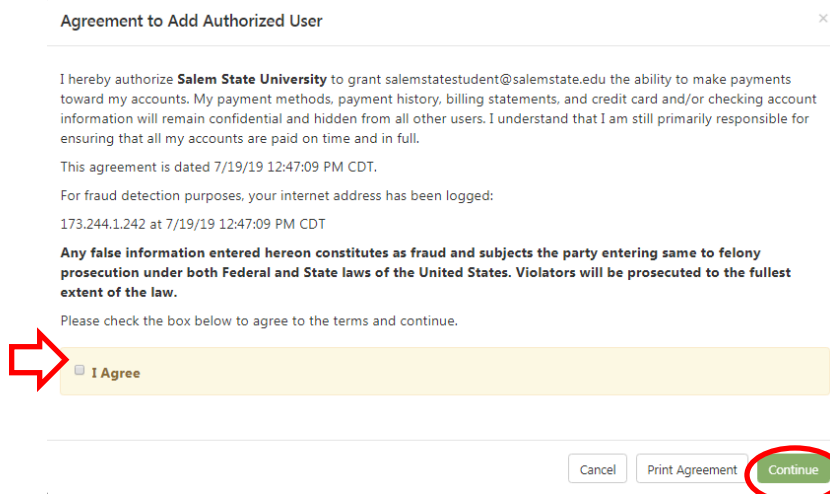
6. Next, click on the “Add Authorized User” tab.



7. Type in the email address of the authorized user in the text box provided. Then, answer the following three questions according to your preference by selecting “Yes” or “No” with the radio buttons. When finished, click “Continue”.



8. Agree to the terms by checking the box, then, click “Continue”.



Parent Access to Student Financials through TouchNet:

The Authorized User will receive an email from noreply@salemstate.edu after the student clicks “Continue” in step 7.

1. Email subject line: “You have been given access”. This email will contain the link to TouchNet, and the password you will use to set up your account. Click the link to continue.

[EXTERNAL] Your access information

noreply@salemstate.edu

Sent: Tue 7/23/2019 12:31 PM

To:

Cc:

CAUTION: This email originated from outside of Salem State University. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments, using the link below, on behalf of this student, schedule or automate future payments, and more. For your first login, you will use the password shown below. For security, your username for this account is sent in a separate message.



https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsecure.touchnet.com%2F2FC21326_tsa%2Fweb%2Flogin.jsp&data=02%7C01%7Cct...%40salemstate.edu%7Cd71b5a18146c4f4feda408d70f8b1ccf%7C70d32b73b45749d1950c4f78aefc21b%7C0%7C1%7C636994962471464463&data=AxpP0i3CbbXDNbx3s%2FSzX3A3A6wLaYnvoPss2qcqbnU%3D&reserved=0



===== ACCESS INFORMATION =====
Student Name --- [.....]
Password --- [drpqoyodkx]
=====

Save time! Pay online!

Note: Please save the TouchNet link for future use.

2. Log into TouchNet using your email, and the password provided in the previous email message from noreply@salemstate.edu

TouchNet Login Page

Login for parents or others who have been granted access.



Password:

[Forgot Password](#)

[Login](#)

If your account is locked, please wait an hour and select the "Forgot Password" link to reset password.

3. Once logged in, set up your account by entering your full name and your new password (two times to confirm). Then, click “Continue”.

Salem STATE UNIVERSITY Logout ↗

Authorized User Profile Setup

* Indicates required fields

* Full name

Password must be a minimum 7 characters and must contain at least one number or special character.

* Enter your new password

* Confirm your new password

4. If the account set-up is successful, you will be directed to your profile page.