

How to Add an Authorized User

Once Logged in to your account:

1. Click the **Authorized Users** tab at the top of the student account page.
2. Choose the **Add Authorized User** icon in the middle of the screen.
3. Input the **email address** and select what you would like the user to be able to see.
4. Click **Continue**.
5. The Statement of Agreement will be displayed. The Agreement will include the date you granted access and the IP address of the machine used to agree. Please read this carefully then check **I Agree** to allow access to your account.
6. Click **Continue**.
7. You will get a confirmation page and an email will be sent to the new authorized user with instructions about how to log in.