# How to Add an Authorized User

What is an authorized user?

- An authorized user is a person that students can allow access to their tuition and billing account information.

- Authorized users have their own login credentials once given access.

- Students can add or revoke access at anytime.

- **We cannot disclose any information about a student's tuition or billing account with anyone who is not listed as an authorized user on the account.**

Go to your SU Pay portal via Workday
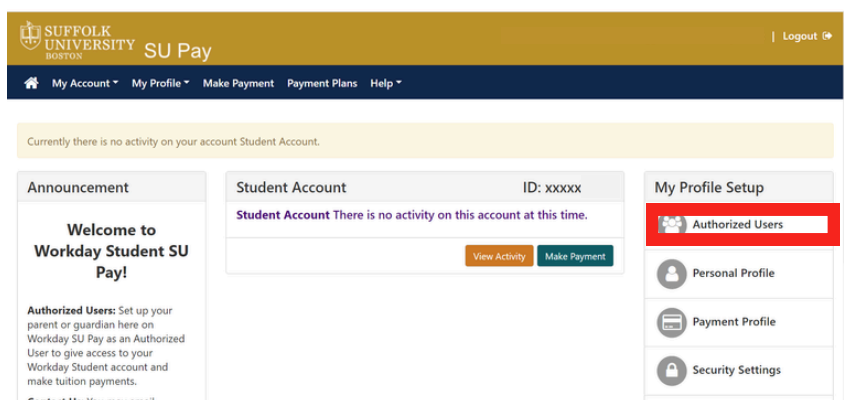
➡️ Go to your **Financials Hub** under Menu
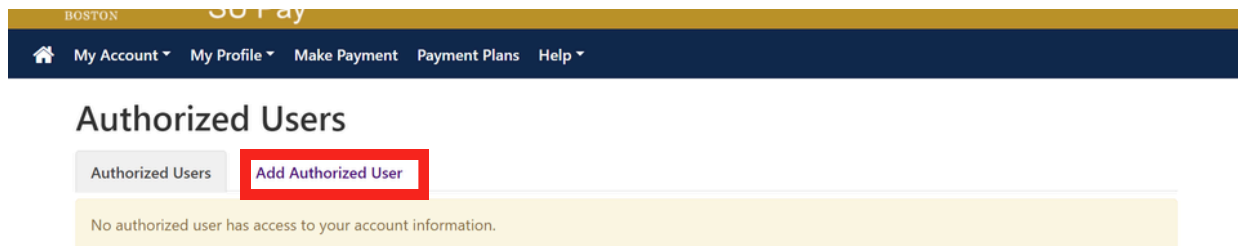
➡️ Under Suggested Links select **SU Pay- Make a Payment**
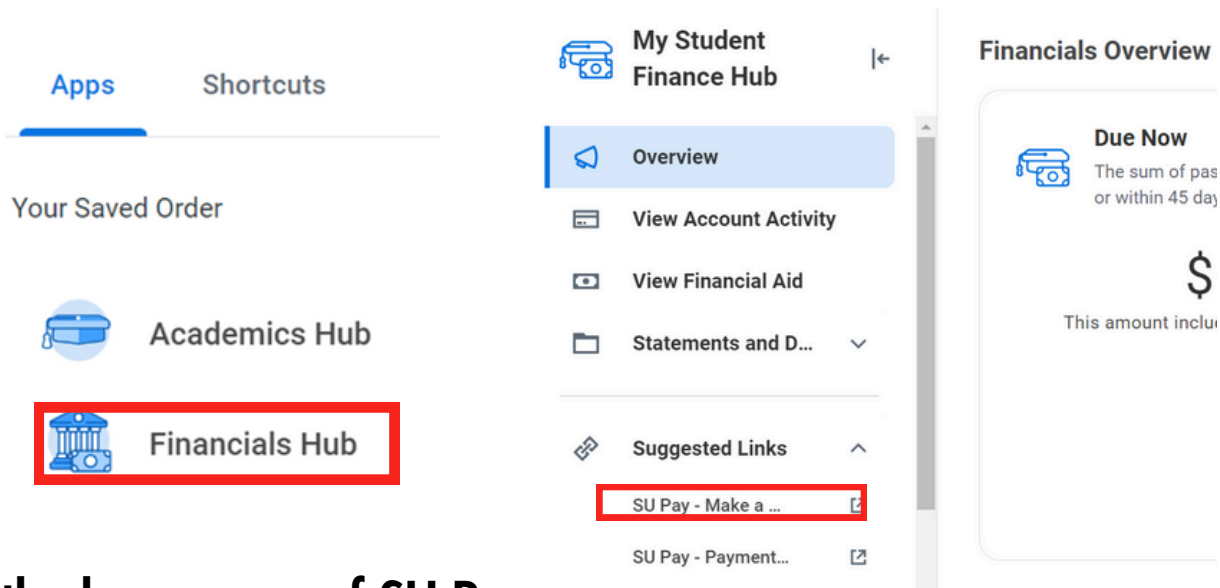
Once on the homepage of SU Pay

➡️ On the right under My Profile Setup

➡️ Select **Authorized Users**

Select **Add Authorized User**
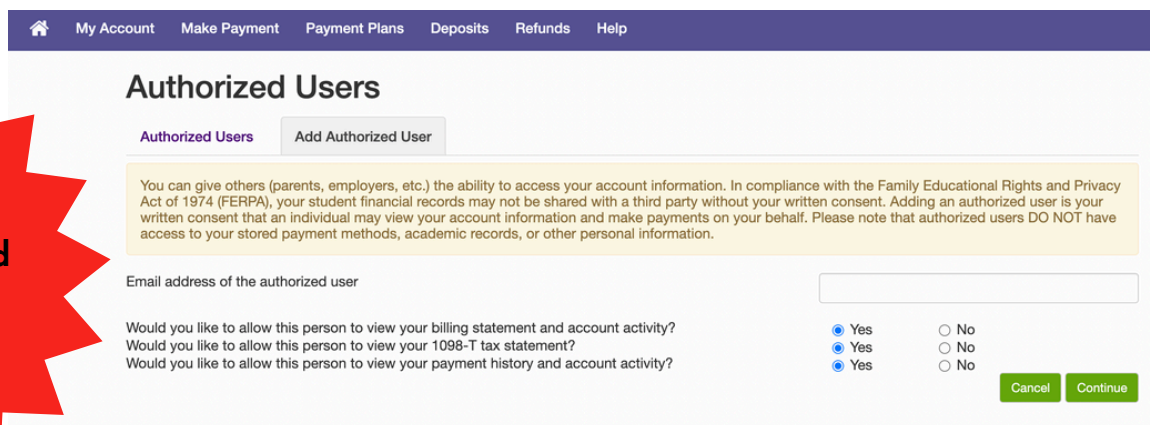
Enter the email address of individual you would like have access to your payment portal

Note: Students can add multiple Authorized Users to their account

The new authorized user will receive two emails to create an account The first email will say they were granted access to your student account and the second one will contain a temporary password.The temporary password expires after 24 hours.