

172 Knight Hall Department 3923 1000 E. University Ave. Laramie, WY 82071 (307) 766-6233 Fax: (307) 766-3633 sfs@uwyo.edu

AUTHORIZED USER SETUP

Students may now create an authorized user account for family members (or anyone else) that they would like to give access to their billing information. This is a convenient way for additional users to go online, through their own secure login to view and/or pay a student's tuition and fees. To setup an Authorized User(s) on your account follow the instructions below:

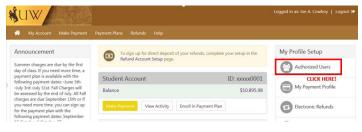
- 1. Log into WyoWeb by clicking on the Students link under WyoRecords.
- 2. Click on the Student Account tab:



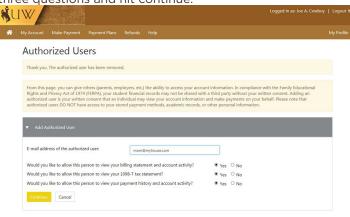
3. Click on Student Financial Portal:



4. On the right-hand side under My Profile Setup, click on Authorized Users:



5. Enter the email address of the authorized user you would like to add. Make your selection of **Yes** or **No** to the three questions and hit continue:



6. Read the "Agreement to Add Authorized User"

Statement. If you agree, click the "I Agree" button and hit continue:

A	Agreement to Add Authorized User
st a a W	hereby authorize University of Wyowing to grant mom@myhouse.com full access to view and discuss my affiliated uddet education records with the following officies: Student Fauncies Services (Student Financial Services) and the student student services of the student services (Student Financial Services) and the student services of the student services of the student services (Student Financial Services) and the student services of the student services of the student services (Student Financial Services) and the student services of the student services of the student services of the student services of the student and the student services of the student services o
A	ccess to my accounts also includes the ability to :
	View my 1098-T tax statement
Т	his agreement is dated 26-Jan-2024 11:12:43 AM MST.
F	or fraud detection purposes, your internet address has been logged:
1	29.72.160.196 at 26-Jan-2024 11:12:43 AM MST
р	iny false information entered hereon constitutes as fraud and subjects the party entering same to felony rosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest xtent of the law.
P	lease check the box below to agree to the terms and continue.
	I Agree
	Cancel Print Agreement Continue

7. The Authorized User will be sent two separate emails - one with their username and one with a temporary password.

Once Step 1-7 have been completed, your parent/guardian can Log into the Authorized User Portal.

Access the Authorized Student Portal at: bit.ly/uwstudentbill