



UW

Student Financial Services

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**.

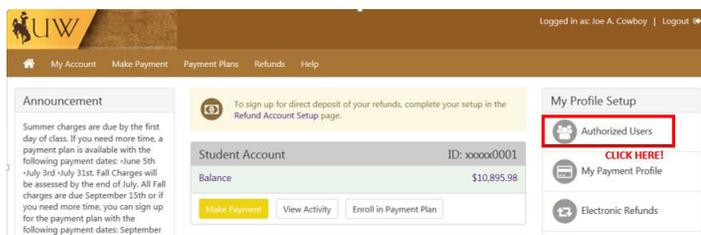
2. Click on the **Student Account** tab:



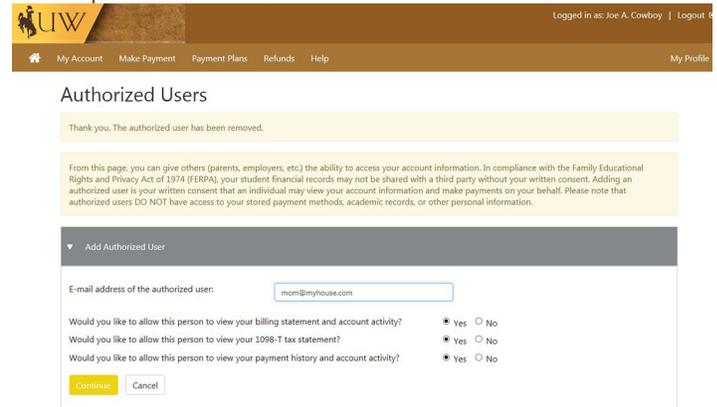
3. Click on **Student Financial Portal**:



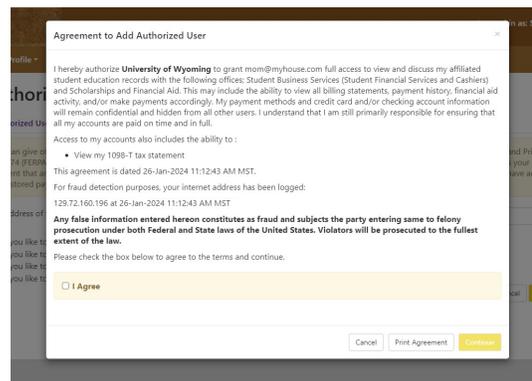
4. On the right-hand side under **My Profile Setup**, click on **Authorized Users**:



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:



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