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