Log in as an Authorized User

Keep in mind that this is the method which **MUST** be used to log in by parents, spouses, etc. – anyone other than the student who is making a payment and/or accessing account information.

**Authorized Users**

Authorized Users only have access to make a payment, payment history, and account balances on student accounts.

**In order to log in using this method an individual must FIRST be an authorized user.** Therefore, it is recommended that students create an authorized user account for themselves and for any other individual they wish to be able to access and/or make a payment on their account. Please see the instructions in this document for creating an authorized user.
Instructions:

1. From the main University of Akron web page ([http://www.uakron.edu](http://www.uakron.edu)) click the UA Parents link on the right side of the page.
Instructions:

2. The Parents page displays. Click the link titled Make a payment or view e-bill under the “Shortcuts” heading.

3. Click the link titled Parents and Authorized Users, click here to login with your user name and password.
Instructions:

4. Enter your **Authorized User PIN Login** and **Password**. NOTE: This is NOT your UAnetID and password. This is the login and password created by the student.

**NOTE**: If you do not know your Authorized User PIN Login and Password you must contact the student and request they create a new password. If you are a student and do not know your Authorized User PIN Login and Password you must access the Financial application via ZipLine and then navigate to the section titled Authorized User Access and manage your authorized users from this location. Refer to the job aid on Creating and Managing Authorized Users for additional information.

5. The following screen is returned:

![Student Joseph Quincy](image)