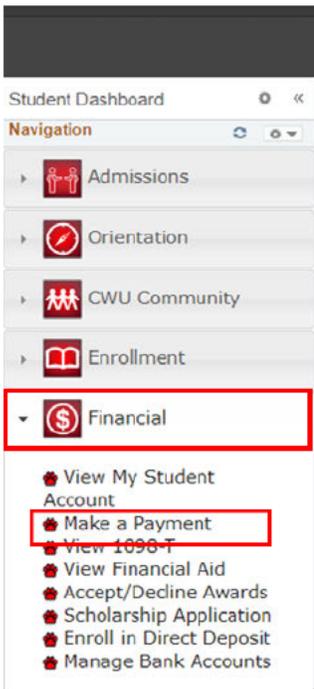# How to Assign A Guest User on MyCWU

Students can give their parent/guardian access to their secure MyCWU account so payments can be made online.


Homepage | **Student** | **Employee** | **Learning**

Student Dashboard

Navigation

- Admissions
- Orientation
- CWU Community
- Enrollment
- Financial
  - View My Student Account
  - Make a Payment
  - View 1098-T
  - View Financial Aid
  - Accept/Decline Awards
  - Scholarship Application
  - Enroll in Direct Deposit
  - Manage Bank Accounts

If your browser does not support redirects, please follow this link to the TouchNet Payment Gateway

Step 1: From your MyCWU student tab, open up the Financial Toolbox section, select 'Make a Payment.' From there you will see a hyperlink that will take you to a new tab.
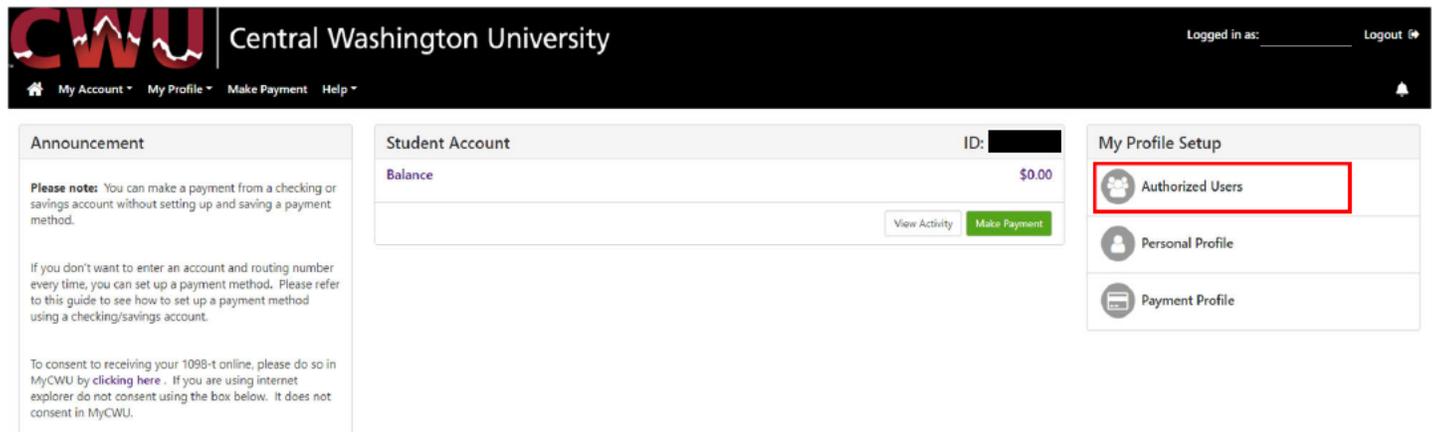
CWU Central Washington University

Logged in as: _____ Logout

My Account ▾ My Profile ▾ Make Payment Help ▾

Announcement

Please note: You can make a payment from a checking or savings account without setting up and saving a payment method.

If you don't want to enter an account and routing number every time, you can set up a payment method. Please refer to this guide to see how to set up a payment method using a checking/savings account.

To consent to receiving your 1098-t online, please do so in MyCWU by clicking here . If you are using internet explorer do not consent using the box below. It does not consent in MyCWU.

Student Account   ID: _____

Balance $0.00

                                    View Activity   Make Payment

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile

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Step 2: Select Authorized Users on the right hand side of the main pop-up page.

🏠 My Account ▾ My Profile ▾ Make Payment Help ▾ 🔔

Authorized Users

Authorized Users | **Add Authorized User**

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your payment history and account activity?

● Yes   ○ No

Cancel **Continue**

Step 3: Click on the 'Add Authorized User' tab and enter in an email address and select whether or not you would like this user to view your payment history and account activity.

Agreement to Add Authorized User   ✕

I hereby authorize **Central Washington University** to grant ▓▓▓▓▓▓▓▓ partial access to my accounts, including ability to view my payment history and/or make payments accordingly. My payment methods, billing statements, and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated 11/03/2022 2:19:29 PM PDT.

For fraud detection purposes, your internet address has been logged:

▓▓▓▓▓▓▓ : 11/03/2022 2:19:29 PM PDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

☐ **I Agree**

Step 4: Select the ' I Agree' checkbox to agree to the terms above. Then select 'continue'.

Cancel   Print Agreement   **Continue**

Student and Staff

Authorized User

Login for parents or others who have been granted access.

Email:

Password:

Forgot Password   **Login**

Step 5: The owner of the email address that you are authorizing will be sent two emails. One of these emails contains their username and the other contains their temporary password. When they select the link, they will be taken to TouchNet.

Central Washington University

Authorized User Profile Setup

* Indicates required fields

* Full name   First name   Last name

Password must be a minimum 7 characters and must contain at least one number or special character.

* Enter your new password

* Confirm your new password

Cancel   Continue

Step 6: On TouchNet, the authorized user will set up their profile and a permanent password. After clicking continue, the user will be directed to the account they are an authorized user on. From there, they can make a payment or view account history (if they were given permission earlier).