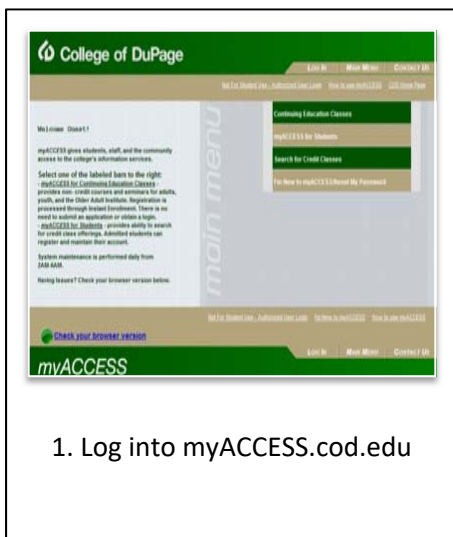


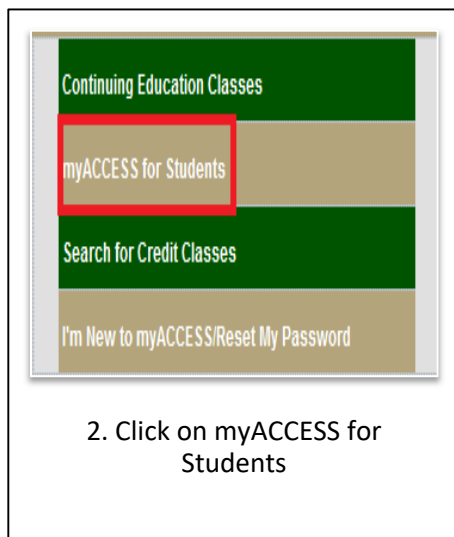
Steps to Assign an Authorized User

An Authorized User is an individual designated by the student to either make a payment on the student's behalf and/or have access to the student's account information. The student is still the primary party responsible for ensuring all tuition and fees are paid in full by the scheduled due date.

Follow these instructions to assign an Authorized User:



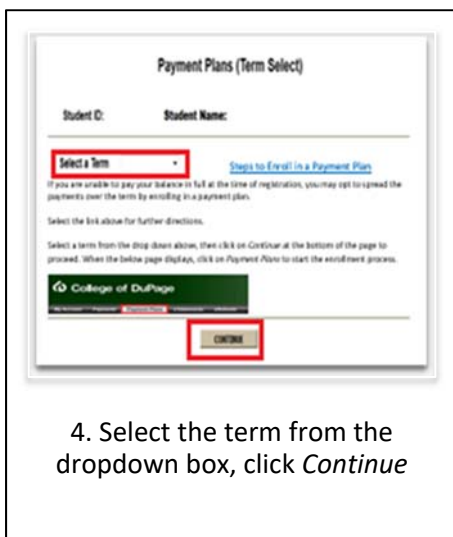
1. Log into myACCESS.cod.edu



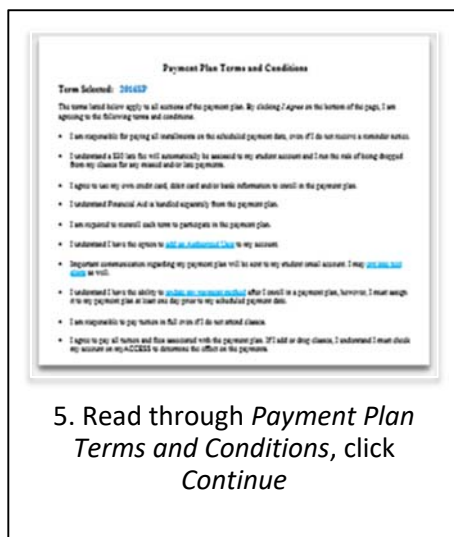
2. Click on myACCESS for Students



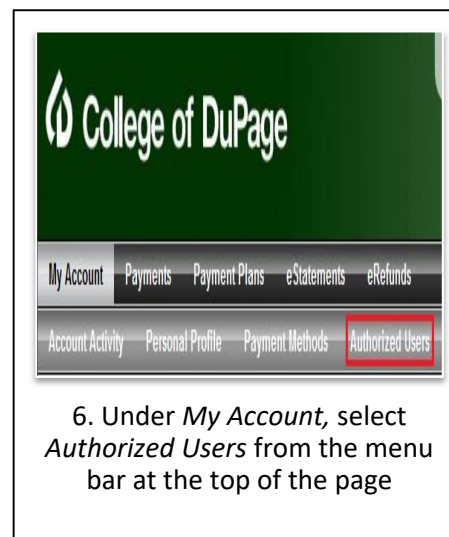
3. Under *Student Payment Information*, click on *View/Update Existing Payment Plan Information*



4. Select the term from the dropdown box, click *Continue*



5. Read through *Payment Plan Terms and Conditions*, click *Continue*



6. Under *My Account*, select *Authorized Users* from the menu bar at the top of the page

7. Enter the email address of the person you would like to designate as an Authorized User

8. After you enter the email address, you will be presented with two questions. Read the questions and select Yes or No

9. Review the information to ensure accuracy, click *Continue*

10. Read through the Agreement to Add Authorized User, check the box next to "I Agree", click *Continue*

11. You have successfully added an Authorized User when you see the phrase denoting an email has been sent to the email address provided

12. The Authorized User will receive an email containing a temporary password and instructions to access the account through myACCESS