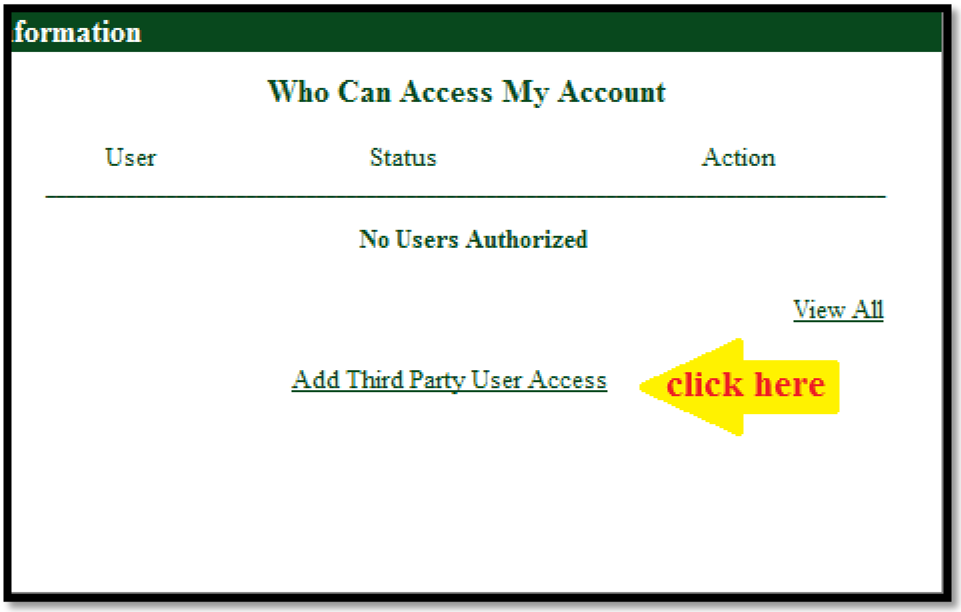
Who Can Access My Account

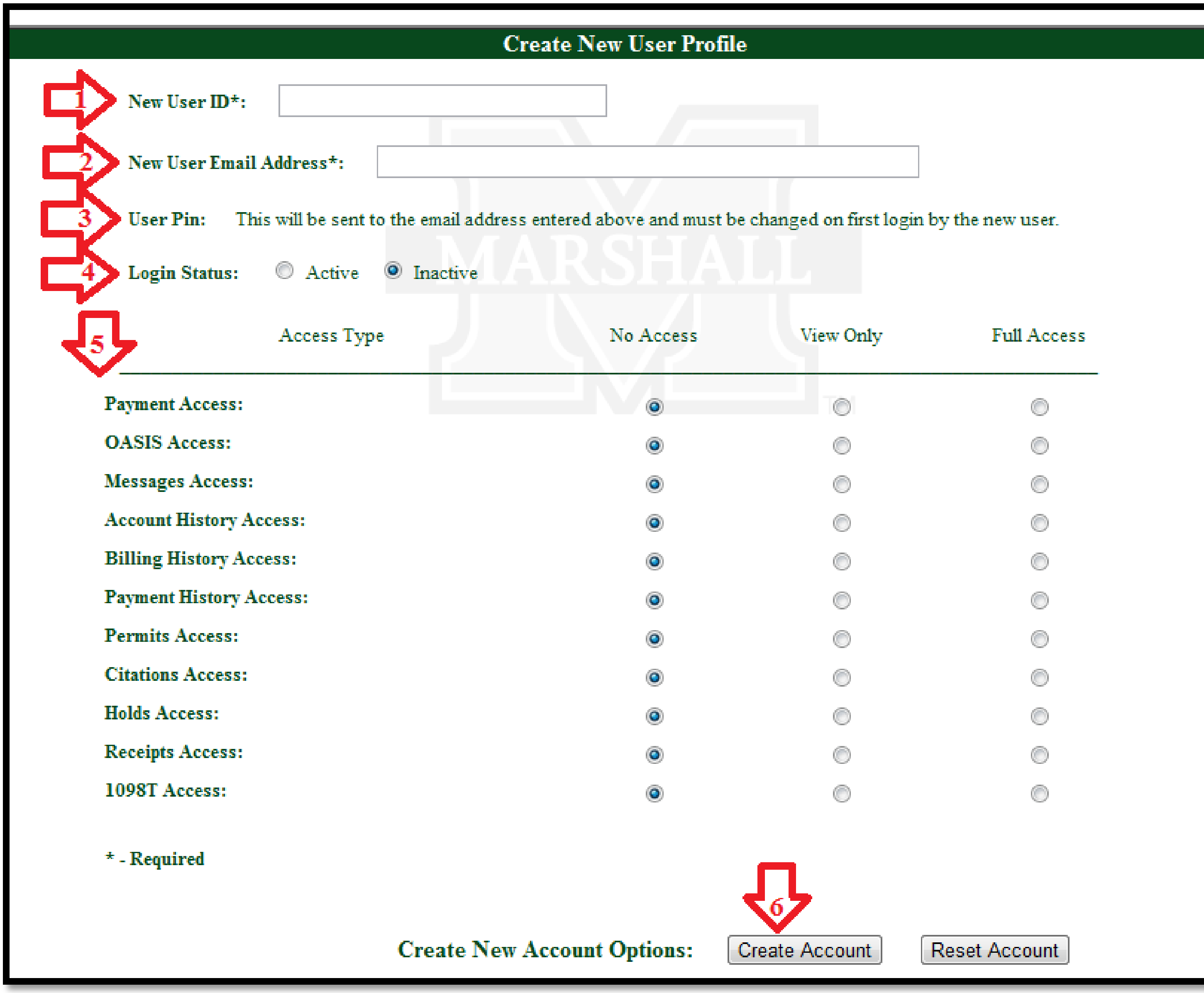
Description: This section allows students to give third party users (parents, guardians, etc) access to their account/records. This will also give third party users the ability to make payments to student's accounts, print receipts and 1098T tax forms, and view any outstanding balances on the accounts.

To add a third party user:

Click "Add Third Party User Access".



This will take you to a new screen that will provide an option to create a new user.



1. Assign a unique User ID for the user.
2. Provide a valid e-mail address for your new user. An e-mail address may be used only one time within this system, but multiple students may authorize that user/e-mail address.
3. A verifying message will be sent to the provided e-mail address of the new user. In it, a link will be provided for the user to click on and establish a PIN/password. This is the information that the user will use for all future access to CASHtrack.
4. Click “Active” to make the new user account active
5. Grant the new user privileges. For each section of CASHtrack there are three (3) available options:
    a. “No Access” – User will not be able to see or access the module
    b. “View Only” – Can review records, but cannot initiate transactions such as payments, etc.
    c. “Full Access”
6. Click “Create Account” to finalize the selections.

Students will be able to view and edit these privileges at any time, as well as delete a user account.