

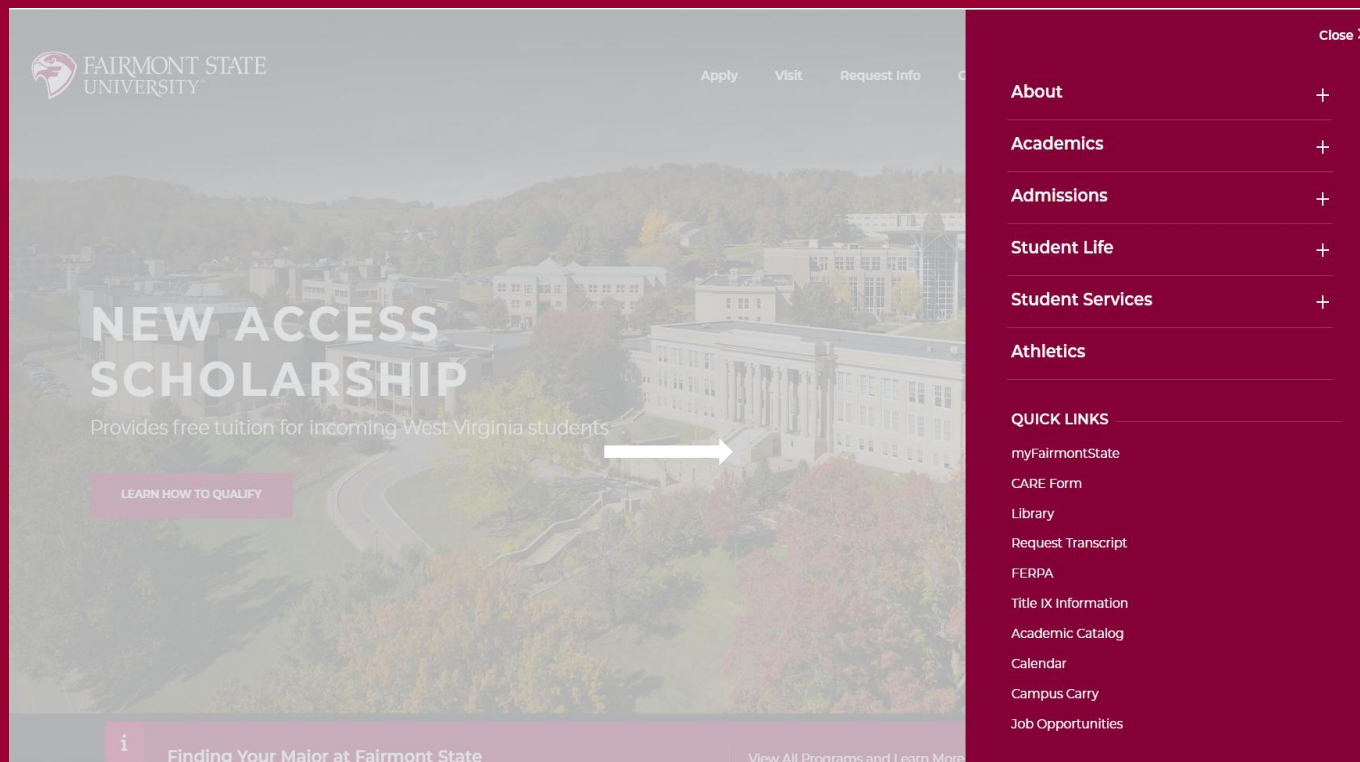
How to Set-Up Authorized Users

- Go to Fairmont State University's homepage
 - www.FairmontState.edu



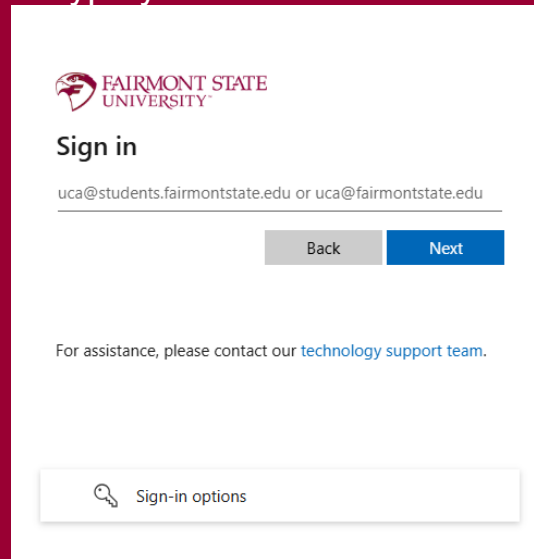
- Click the 'Menu' in the upper right-hand corner

- The menu below appears-



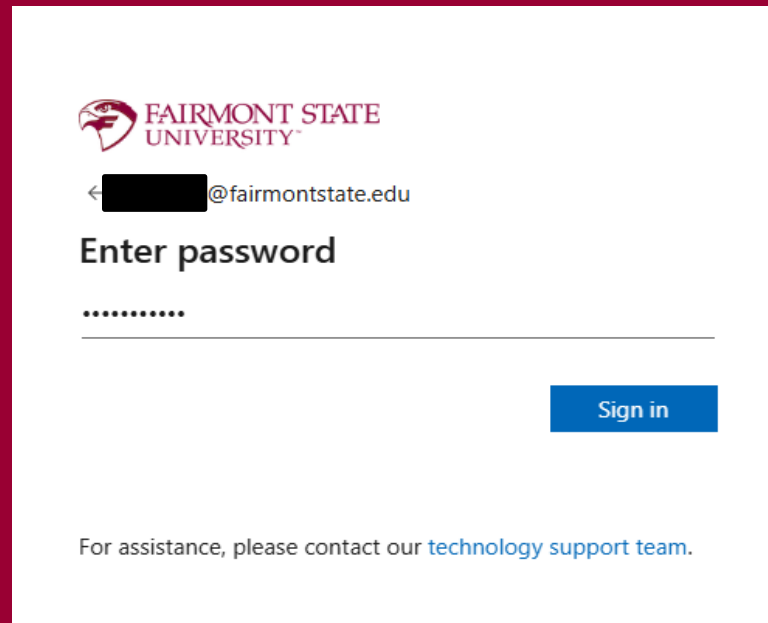
- Click 'myFairmontState'

- Type your email in and click 'Next'

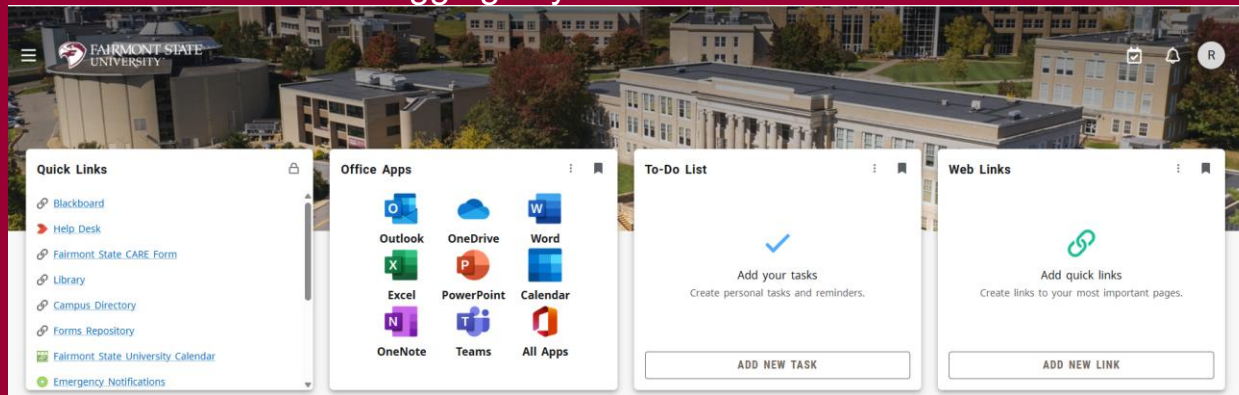


The screenshot shows the Fairmont State University sign-in page. At the top left is the university logo, which consists of a stylized 'F' and 'S' inside a circle, followed by the text 'FAIRMONT STATE UNIVERSITY'. Below the logo is the heading 'Sign in'. Underneath the heading is a text input field containing the email address 'uca@students.fairmontstate.edu or uca@fairmontstate.edu'. Below the input field are two buttons: a grey 'Back' button and a blue 'Next' button. Further down, there is a line of text: 'For assistance, please contact our [technology support team](#).' At the bottom of the page is a white box with a magnifying glass icon and the text 'Sign-in options'.

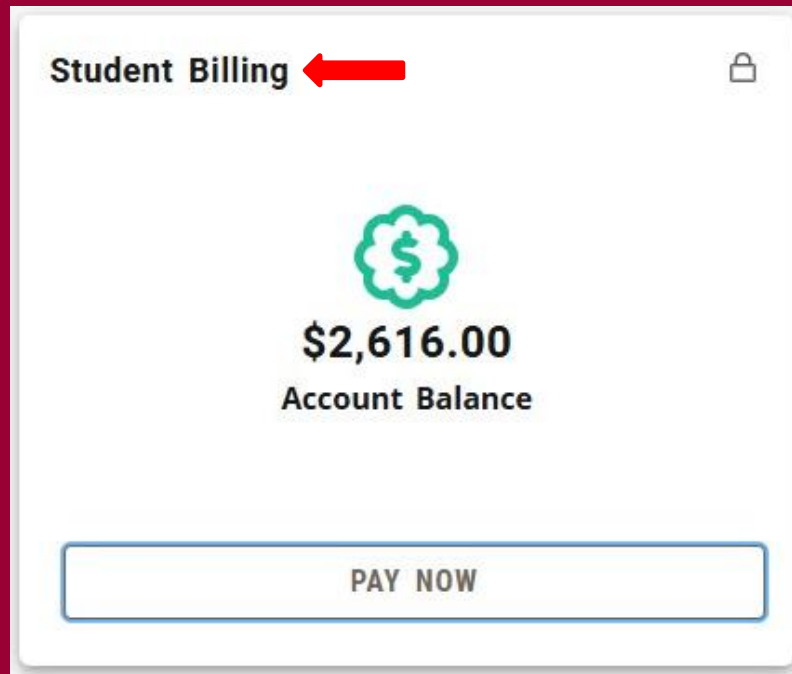
- Type your password in and click 'Sign in'



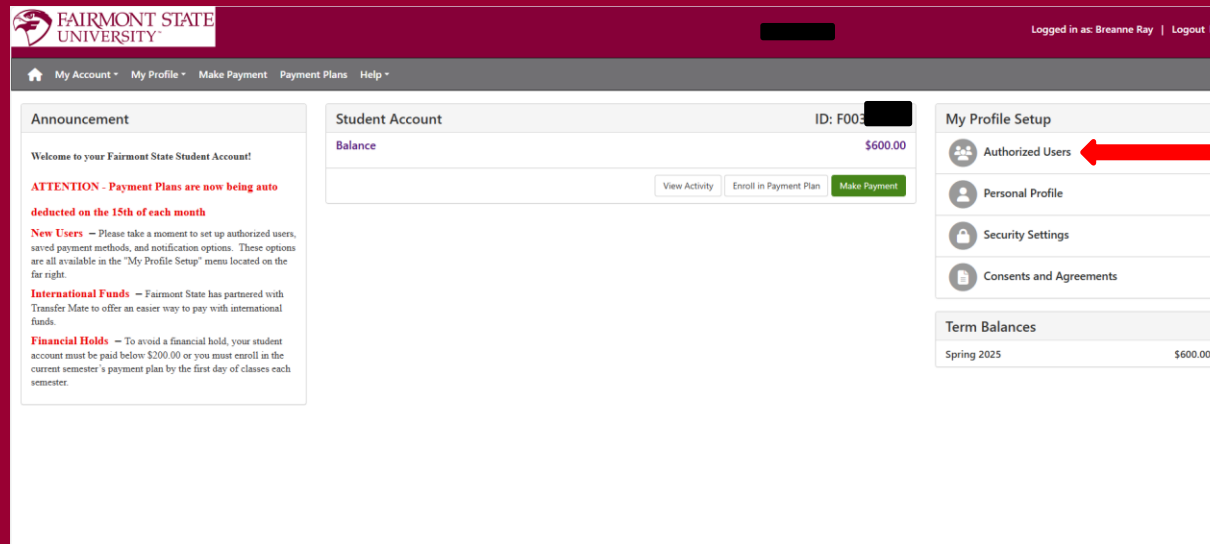
- After logging in you will see a dashboard-



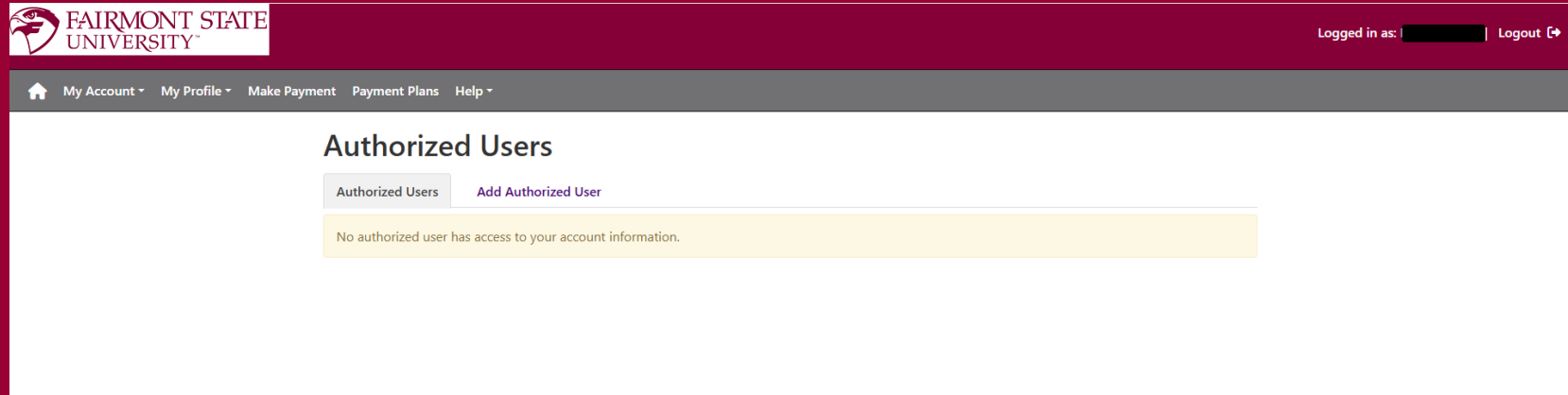
- Scroll down to the Student Billing card on the dashboard (student dashboard may not be in this order) click on **'Student Billing'**



- You will see the below screen

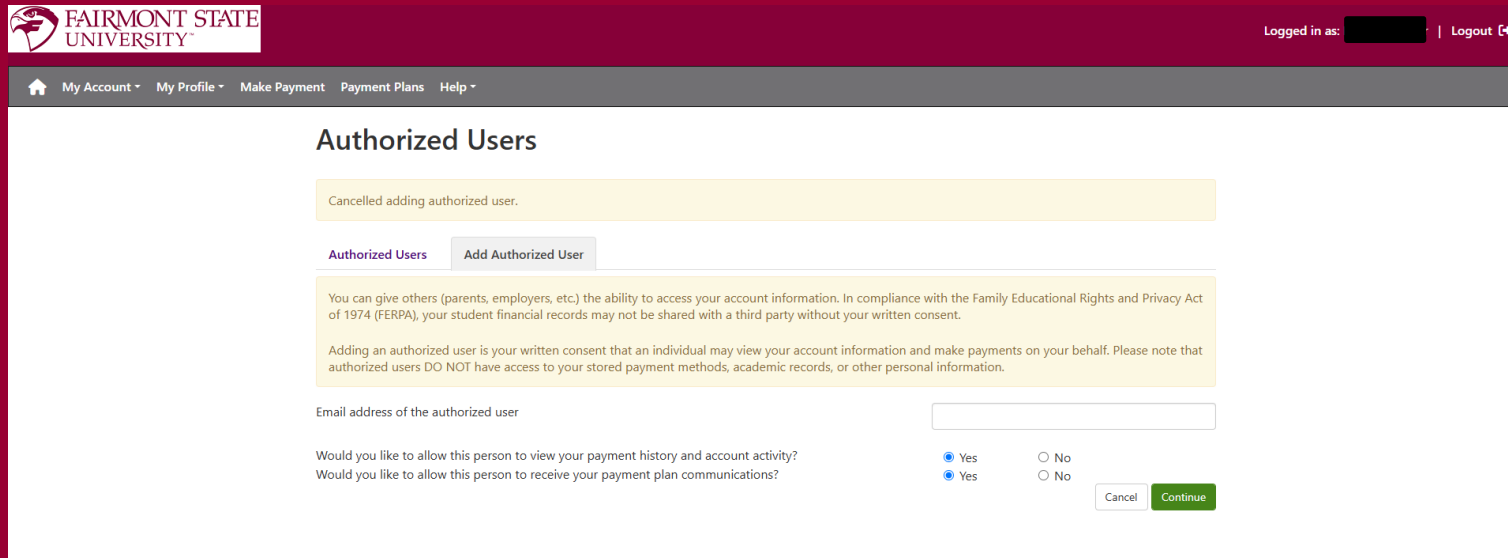


- Click 'Authorized Users'



The screenshot shows the top navigation bar with the Fairmont State University logo on the left and 'Logged in as: [redacted] | Logout' on the right. Below the navigation bar, the page title is 'Authorized Users'. There are two tabs: 'Authorized Users' (selected) and 'Add Authorized User'. A yellow message box states: 'No authorized user has access to your account information.'

- If there were listed Authorized Users you would see this above
 - To Authorized Users click 'Add Authorized Users'



The screenshot shows the 'Add Authorized User' form. At the top, there is a yellow message box: 'Cancelled adding authorized user.' Below this, there are two tabs: 'Authorized Users' and 'Add Authorized User' (selected). A yellow informational box contains the following text: '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.' Below this, there is a text input field for 'Email address of the authorized user'. At the bottom, there are two questions with radio button options: 'Would you like to allow this person to view your payment history and account activity?' and 'Would you like to allow this person to receive your payment plan communications?'. The first question has 'Yes' selected, and the second has 'Yes' selected. There are 'Cancel' and 'Continue' buttons at the bottom right.

- Fill in the boxes above and click 'Continue'

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 Adding an aut
authorized use

Email address of

Would you like to

Would you like to

Agreement to Add Authorized User

I hereby authorize **Fairmont State University** to grant raime.santee@gmail.com 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.

Access to my accounts also includes the ability to :

- Receive my payment plan communications

This agreement is dated 02-Apr-2025 2:12:06 PM EDT.

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

66.118.76.117 at 02-Apr-2025 2:12:06 PM EDT

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

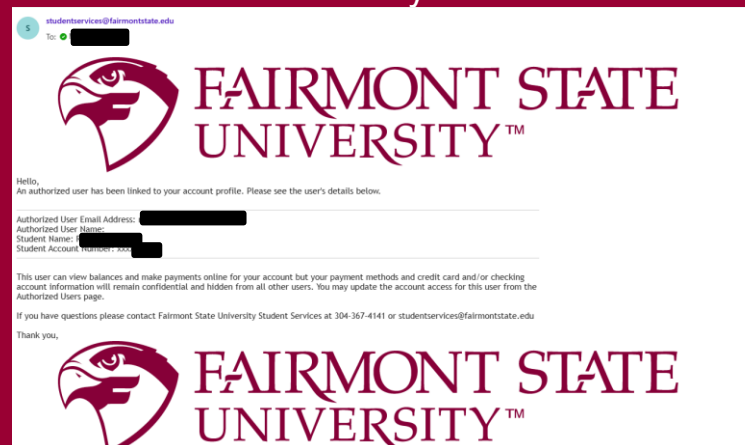
Cancel

Print Agreement

Continue

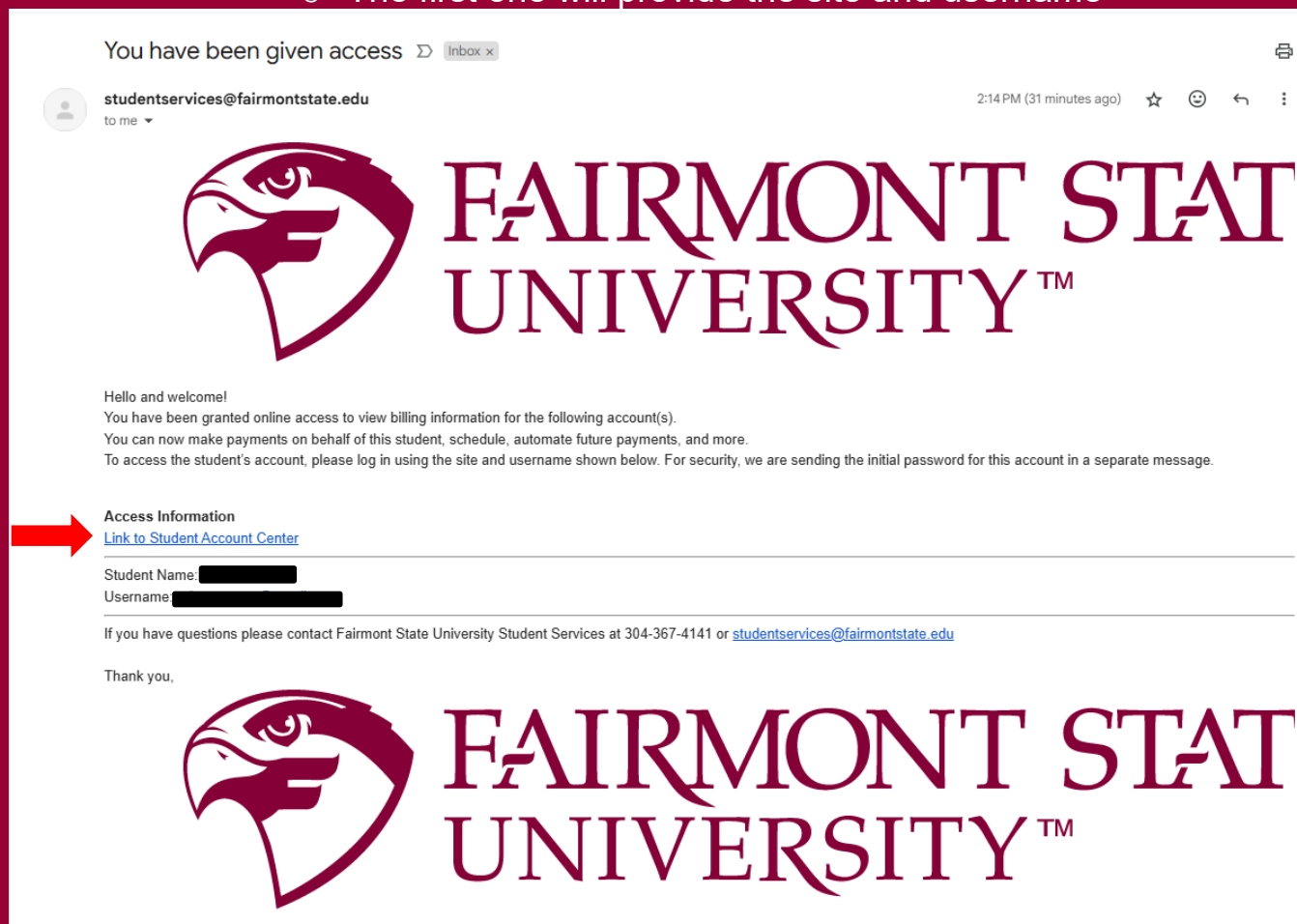
Cancel Continue

- Read the Agreement to Add Authorized User and select 'I agree'
 - You can also click 'Print Agreement' for your records.
- An email will be sent to your student email address

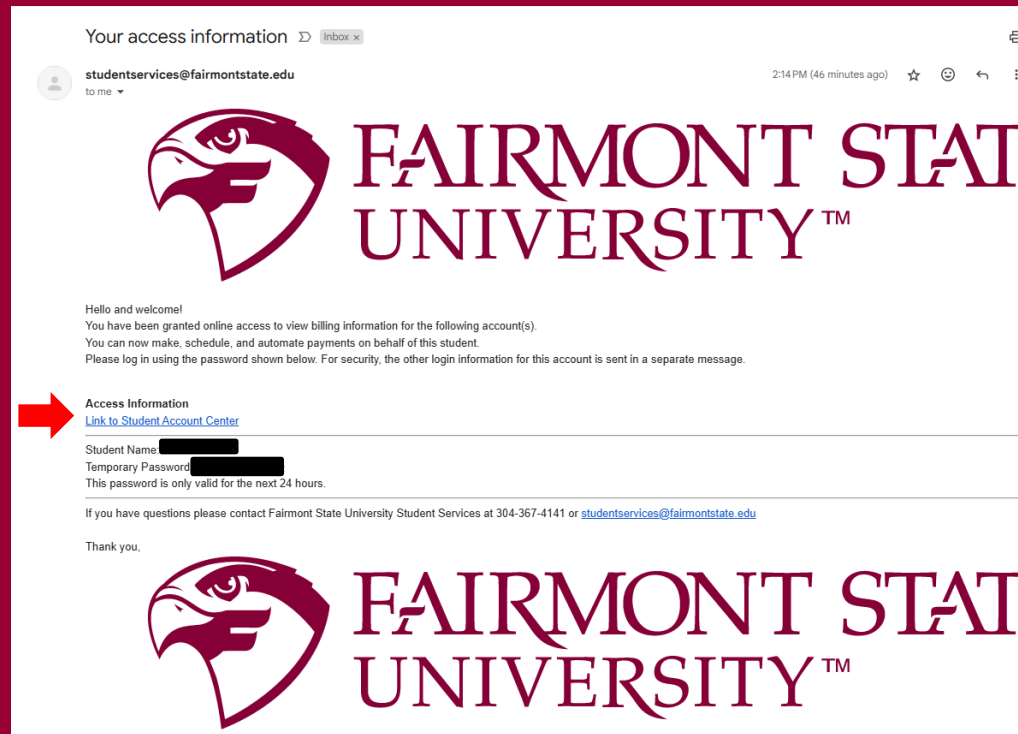


- The email account that you granted authorization will receive two emails-

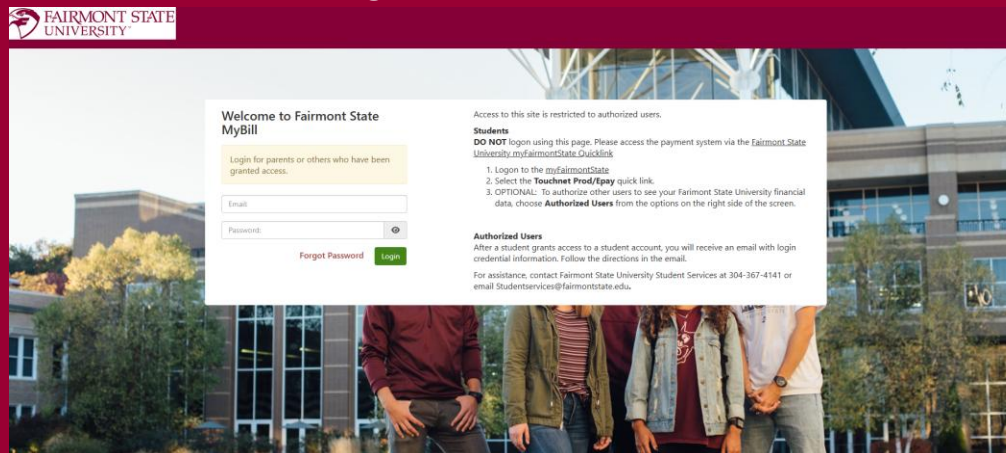
- The first one will provide the site and username-



- The second email will provide the Temporary Password-



- The Authorized User will click the link in the first email



- Using the email and password from the second email
- Click 'Login' Button

FAIRMONT STATE UNIVERSITY

Authorized User Profile Setup

Reset password. Please enter a new password.

* Indicates required fields

Full name:*

First name

Last name

Password Requirements

Minimum 12 character length and must contain the following:

- 1 upper case letter
- 1 lower case letter
- 1 number
- 1 of the following special characters: !"#%&'()*+,-./:;<=>?@[\^_`{|}~

New password:*

Confirm password:*

Cancel Continue

- You will fill in the above * information

FAIRMONT STATE UNIVERSITY

Logged in as [redacted] Student Account | Logout

My Account My Profile Make Payment Payment Plans Help

My Profile

Personal Profile Payment Profile Security Settings

- Your profile changes were saved.
- Your password has been successfully changed.
- You can add or update your personal information.

*Full name [redacted] [redacted] Edit

Login ID | Email address [redacted]@GMAIL.COM Edit

Password: ***** Edit

To get text messages about selected account events, enter your mobile phone number and carrier.

Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.
Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.

Mobile Number Edit

Send me additional text message notifications about my account events (such as new bills or upcoming payments)

- You will see the tabs above to set the account up

FAIRMONT STATE UNIVERSITY

Logged in as [redacted] Student Account | Logout

My Account My Profile Make Payment Payment Plans Help

My Profile

Personal Profile Payment Profile Security Settings

Select a payment method and securely save the account information for future use.

Add New Payment Method

Method Select Method Select

Electronic Check - Payments can be made from a personal checking or savings account.

My Profile

[Personal Profile](#) [Payment Profile](#) [Security Settings](#)

Multi-Factor Authentication

Multi-factor authentication (MFA) enhances security by requiring multiple proofs of identity. Select your preferred method for one-time passcode (OTP) delivery.

Primary Method

Google Authenticator (Preferred)

New to Google Authenticator? Download from the App Store or Google Play to get started!



Text message to existing or new mobile number

Email message to existing or new email address

Backup Method (optional)

Adding a backup method allows a passcode to be obtained by way of an additional method.

[Setup Method](#)