

## How to add an Authorized User in TouchNet

Log in to your Campus Connection account using your dotted identifier (firstname.lastname)

**Navigate to any of the following links:**

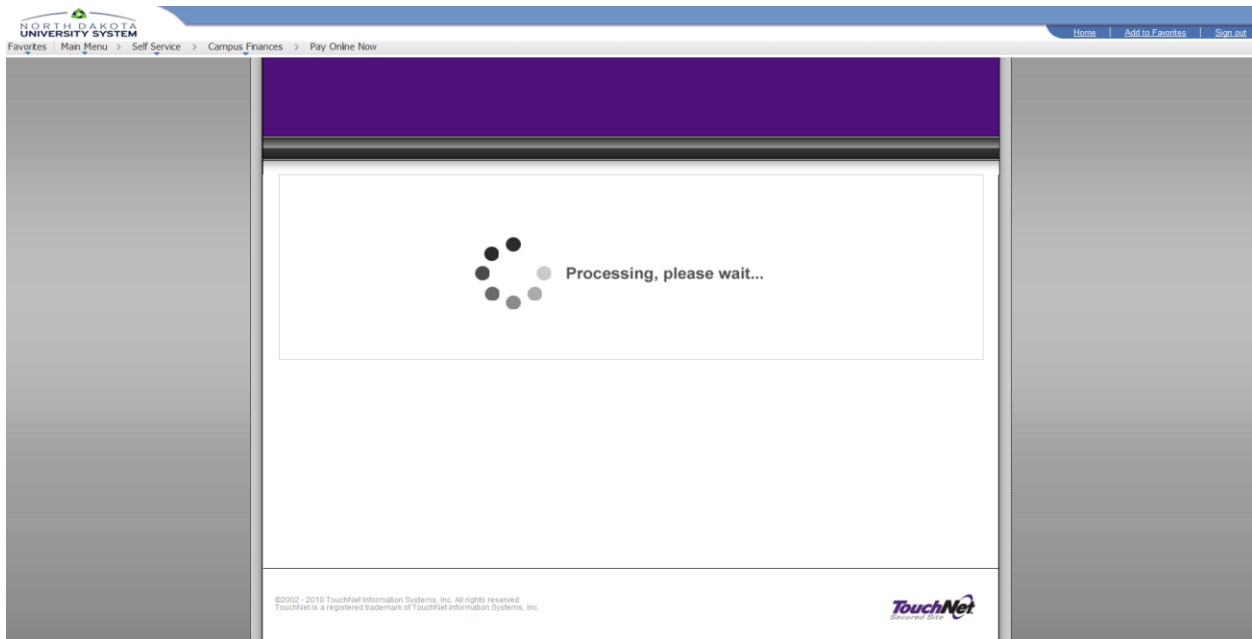
Self Service > Campus Finances > Pay Online Now

Pay Charges Online

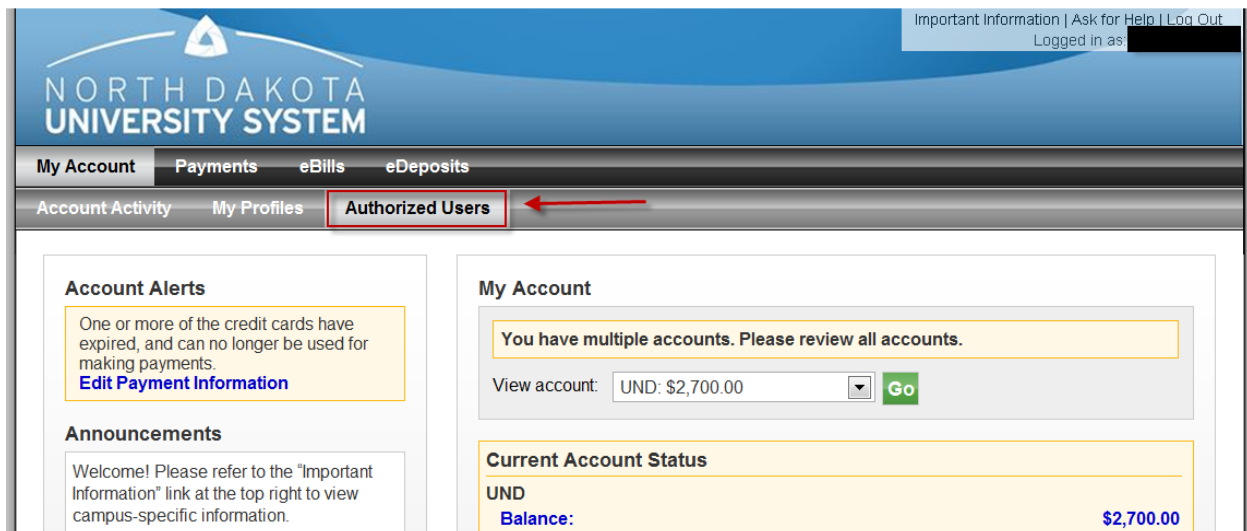
Student Center > Pay Online Now

Pay Online Now from the opening Student Center in the middle of the page

It may take up to a minute to connect to your account in TouchNet.



Navigate to My Account, then Authorized Users



Enter the email address of the authorized user. Specify whether you want the authorized user to view the billing statement and/or view payment history. Click continue to add the user.

Important Information | Ask for Help | Log Out  
Logged in as: [REDACTED]

**NORTH DAKOTA UNIVERSITY SYSTEM**

My Account | Payments | eBills | eDeposits

Account Activity | My Profiles | **Authorized Users**

### Authorized Users

From this page, 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.

▼ Add Authorized User

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement?  Yes  No

Would you like to allow this person to view your payment history?  Yes  No

Continue  Cancel

Check the "I Agree" box to agree to the authorized user agreement.

**Agreement to Add Authorized User** ✕

The e-mail address you provided [REDACTED] already exists in our system, however we have no record of that person's name. This indicates that the person to whom the e-mail address belongs was or may still be a registered user in our system. Please ensure that the e-mail address you provided is correct. If you have any doubts that this is the correct person, please press the 'Cancel' button.

I hereby authorize **North Dakota University System** to grant [REDACTED] full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods 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 Monday, March 25, 2013.

For fraud detection purposes, your internet address has been logged:  
[REDACTED] at 3/25/13 10:45:39 AM CDT

**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

An e-mail notification will be sent to the authorized user email address. From that email they will be able to login with their own login ID and password.

Authorized User login URL:

[https://epayment.ndus.nodak.edu/C22800\\_tsa/web/login.jsp](https://epayment.ndus.nodak.edu/C22800_tsa/web/login.jsp)

This link is also available on the front login page of Campus Solutions.

**NORTH DAKOTA UNIVERSITY SYSTEM**  
Favorites | Main Menu  
Guest | Notices and Announcements | Help Center

**Who Am I?**  
You are signed in as GUEST on NDCSPRD

**CampusConnection Signin**  
User ID:   
Password:

**Menu**  
- Questions about logging in  
- Forgot My Password  
- Obtain a User Account  
- What is My User ID?  
- What is my EMPLID?  
- Ad Astra Room Scheduler  
- Class Search  
- Class Search - All Campuses  
- Browse Course Catalog  
- Browse Catalog - All Campuses

**Touchnet Authorized Users**  
If a student has designated you with access as an "Authorized User" to make online payments on their account, click here!  
[Authorized User for Online Payments](#)

**Contact Us**  
If you are encountering problems, contact the NDUS Help Desk at:  
NDUS Help Desk  
Phone: 1-866-457-6387  
Help Desk Hours: 24hrs - 7 day a week  
Website: <http://helpdesk.ndus.edu/>

**Mandatory NotiFind Message**  
**Mandatory participation in NotiFind will begin Thursday, February 7**  
Last fall, the North Dakota Student Association (NDSA) approved revising NDSA revised the policy after a bomb threat at NDSU and lower than expected student participation from opt-in to mandatory. Campuses must test NotiFind.  
CampusConnection will remind students to verify their information every 90 days.  
Please login to CampusConnection after February 7<sup>th</sup>, and verify your enrollment to allow access to NotiFind data prior to the 90-day reminder.  
If you have any questions, please contact the NDUS Help Desk:  
1-866-457-6387 (toll-free in the US and Canada)  
Email: [ndus\\_helpdesk@ndus.edu](mailto:ndus_helpdesk@ndus.edu)

**Notices and Announcements**  
**Upcoming CampusConnection Outages**  
CampusConnection will be unavailable Sunday, March 31st, from 6:00 p.m. to 6:00 a.m.  
If you need more information about How to:  

- Pay Charges Online for non-students
- Download Your Class Schedule
- Get a CampusConnection User ID
- Use CampusConnection Hints

[Click here...](#)

**CampusConnection goes Mobile**  
CampusConnection – the student system of the North Dakota University System  
The mobile link is <https://m.cnd.ndus.edu/>.