

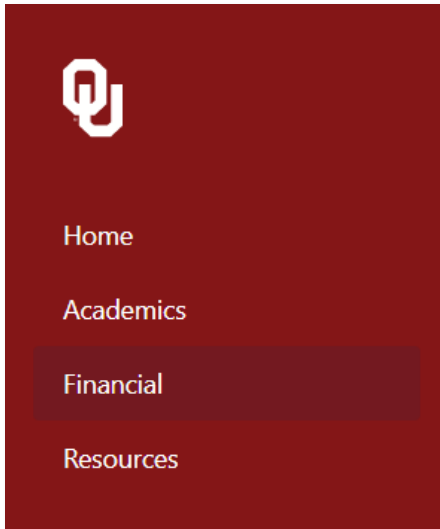
Add Authorized Users to Bursar Account

Introduction

Authorized users can make payments on behalf of the account holder and view billing statements and payment history for that account.

Section 1: Logging in to ONE.ou.edu

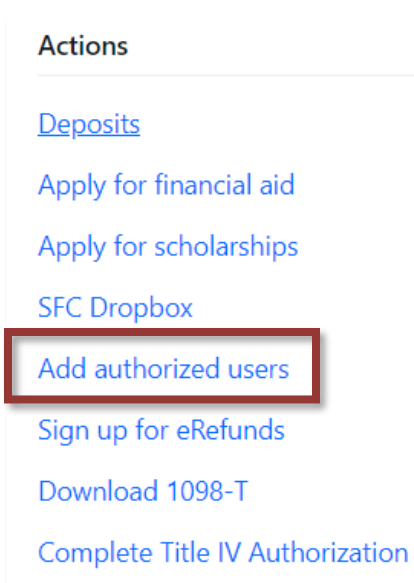
Log in to one.ou.edu using your OUNetID and password. After you log in, select “Financial” from the left menu bar.



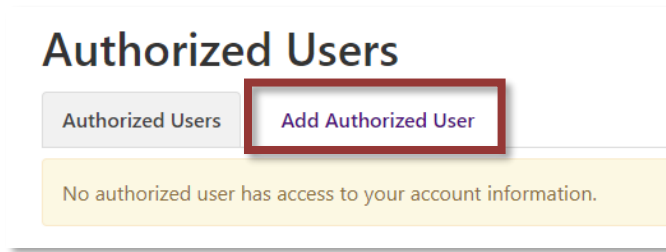
Section 2: Adding Authorized Users

Adding an Authorized User

Under “Actions”, select “Add authorized users”:



You will be taken to the University of Oklahoma’s billing and payment site. If you already have any authorized users, they will be listed here. Select “Add Authorized User”:



Provide the e-mail address of the person whom you want to authorize and your desired options. Click “Continue”:

A screenshot of the "Authorized Users" form. It features a title "Authorized Users" and two tabs: "Authorized Users" and "Add Authorized User". A yellow informational box contains text about FERPA and authorized user consent. Below this is a text input field labeled "Email address of the authorized user". Three questions follow, each with "Yes" and "No" radio button options:

- Would you like to allow this person to view your billing statement and account activity? (Yes selected)
- Would you like to allow this person to view your 1098-T tax statement? (Yes selected)
- Would you like to allow this person to view your payment history and account activity? (Yes selected)

At the bottom right, there are "Cancel" and "Continue" buttons.

Check the box to agree to the terms and click “Continue”. You have the option to print the agreement.

A screenshot of a dialog box titled "Agreement to Add Authorized User". The text inside reads:

I hereby authorize **University of Oklahoma** to grant @gmail.com 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.

Access to my accounts also includes the ability to :

- View my 1098-T tax statement

This agreement is dated 11-Jun-2021 5:20:30 PM CDT.

For fraud detection purposes, your internet address has been logged:
129. at 11-Jun-2021 5:20:30 PM CDT

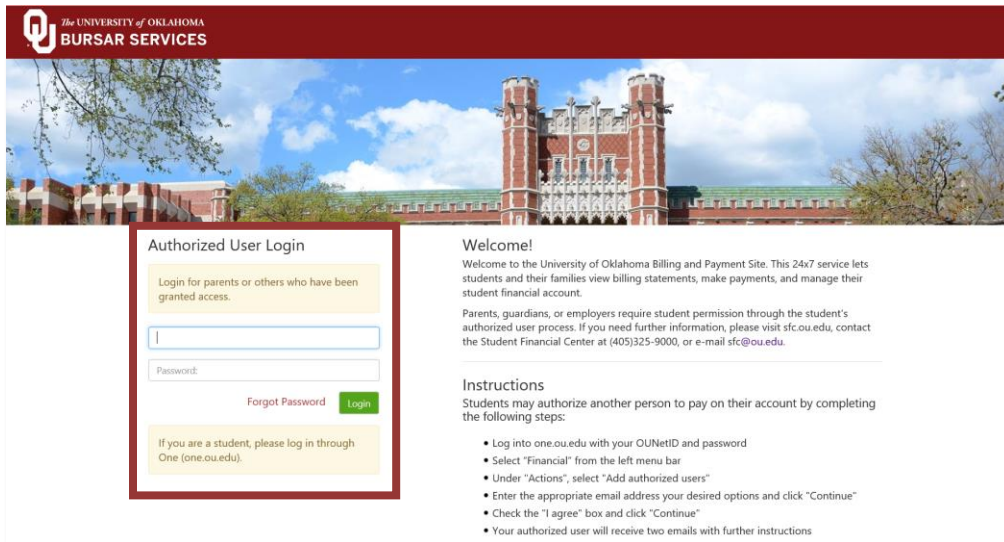
Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

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

At the bottom, there is a yellow box containing a checkbox and the text "I Agree". Below this are three buttons: "Cancel", "Print Agreement", and "Continue".

Section 3: Authorized User Access

Two emails will be sent to the person you have authorized to pay on your account. One with a username, the second with the password. This will happen within seconds. If the authorized user cannot find the email, have them look in their "Junk Mail" folder. They can then log in directly at the [Authorized User Login](#) or access their login site through bursar.ou.edu:



The first time your authorized user accesses the billing and payment site, they will be prompted to complete their profile and create a new password.

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

Once the profile has been set up, they can edit other settings. A secondary email address or text messages:

My Profile

Personal Profile Payment Profile Security Settings

- Profile changes were saved.
- You can add or update your personal information

*Full name Sooner Parent Edit

Login ID | Email address @GMAIL.COM Edit

Password ***** Edit

If you choose to enter a secondary email address, emails generated by this system will be sent to both addresses.
Secondary email address: 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)

A payment profile:

My Profile

Personal Profile Payment Profile Security Settings

A saved payment method securely stores the account information for a bank account. To get started, select the Add New Payment Method option on this page.

Add New Payment Method

Method Select Method Select

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

And Two-Step Verification:

My Profile

Personal Profile Payment Profile Security Settings

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

- Text message to existing or new mobile number
- Email message to existing or new email address
- Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

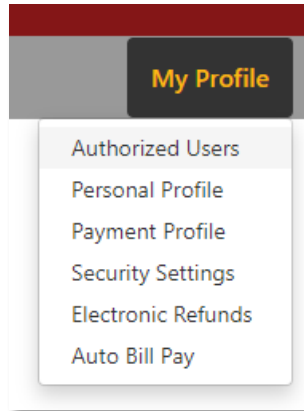
Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

Setup Method

Section 4: Editing or Deleting Authorized Users

You may view, edit, or delete your authorized users by visiting the “Authorized Users” page. This can be accessed either via the direct link found at one.ou.edu, or if already in the billing and payment site, under “My Profile”.



From this page, you can edit, delete, or show the agreement for current Authorized Users, as well as set up additional Authorized users.

