

TouchNet Bill and Payment Student 6.5 13.3D eAccount Management - How to assign an authorized User

1. Log into MyWITC at www.witc.edu/mywitc using your **Student ID** and **Password**

myWITC
Favorites | Main Menu

Sign On

User ID
Password

Student Sign On Assistance

[Student LOGIN Assistance](#)
[First time users click here to create a password](#)
[Forgot your student ID or password?](#)

24/7 Help Desk Support

Forgot your password or need help with **MyWITC**?
Please contact the 24/7 Help Desk:
On Campus: Call ext. # 7300
Off Campus: Call toll-free 877-4MYWITC (877-469-9482)
Online: [submit a ticket](#), [live chat](#), [downloads](#) and [more](#)

Security Notice

MyWITC is fully encrypted and designed to protect your confidential information, however, you should also take the following steps to safeguard your privacy.

1. Always Sign Out of MyWITC
2. Close all browser windows after completing tasks
3. Keep your password confidential

Welcome to MyWITC

Important Fall Term Dates:

- **Monday, August 3:** [Fee due date](#) (Deadline date to pay your tuition bill o with WITC.)
- **Wednesday, August 7th** : Financial aid disbursements begin
- **Monday, August 10:** Course drop date for outstanding fees (Students w arrangements with WITC.)
- **Monday, August 17:** Fall term begins

Attention students!

Refer a Friend to WITC

Receive \$50
Bookstore Card

MyWITC now includes a center for online services available to students, faculty & staff

2. Click on the **Student Center** link under the **Self Service Menu**

myWITC
Favorites | Main Menu

MyWITC | WITC Financial Aid Forms

Personalize | Content | 10/08/2015 | 3:26 PM

Self Service Menu

- PeopleTools
- Student Center** (indicated by a red arrow)
- Continuing Ed. Class Search

Change Password

This is optional.
It is provided to allow you to change your password periodically for increased security.

Password requirements:

- Must be between 7 and 12 characters
- Must contain upper and lower case characters
- Must contain at least 1 numeral
- Cannot reuse any of your previous 4 passwords
- Cannot use your User ID

Old password
New password
Confirm new password

[Need Help?](#)

Welcome WITC Students

Important Fall Term Dates:

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Welcome!

You have entered MyWITC. The gateway to your personal college informatio

Ready to register for classes?

First [view your program schedule](#), then click on the **Student Center** in the

Notice: Some program schedules may print illegibly. Please follow the directi

1. Go to your schedule
2. Press Ctrl + A to Select All on the screen.
3. Press Ctrl + P to print preview.
4. Select printer and print.

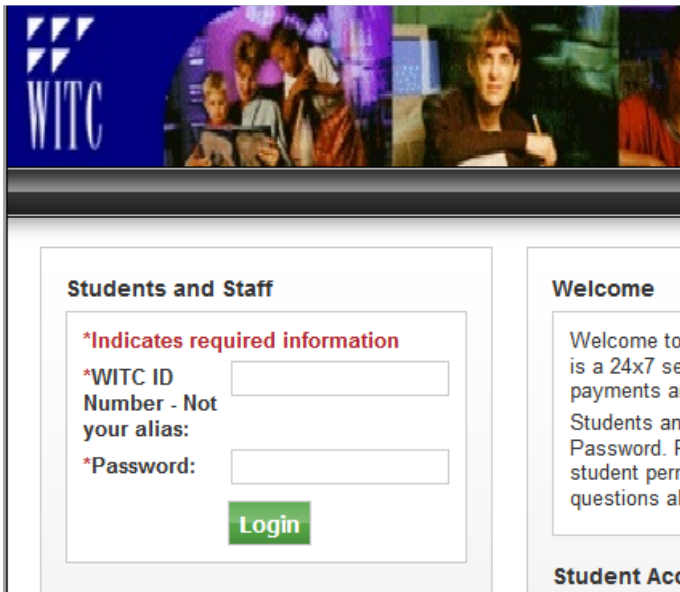
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3. Under the **Finances** Section, click on **eAccount Management**



You will be redirected to WITC's eAccount Management secure website (make sure the pop-up blocker is turned off on your computers internet settings).

4. Use your same **Student ID** and **Password** to login to your eAccount Management page



5. Once logged in you will see options along the top of your screen to enroll or manage all of your WITC eAccount information.

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6. Click on **Authorized Users** – Determine what additional access you would like to grant to the Authorized User. The ability to access payment plans is included when access is granted to any Authorized User.

- Enter Authorized Users email address
- Determine the access you want to grant
- Click **Continue**

7. Read the **Agreement to Add Authorized User** –

- If you agree check the **I agree** box
- Click **Print Agreement** to print
- Click **Continue**

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Agreement to Add Authorized User
✕

I hereby authorize **Wisconsin Indianhead Technical College** 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 Thursday, October 8, 2015.

For fraud detection purposes, your internet address has been logged:
 205.213.72.2 at 10/8/15 3:39:38 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.

I Agree

Print Agreement
Continue
Cancel

8. An email will be sent to the Authorized User email address you provided with instructions on how the authorized user may log in to the student eAccount Management.

If you would like to add another Authorized User

- Click **Add Authorized User**
- You also have the ability to **Edit** or **Delete** existing Authorized Users.

My Account
Payments
Payment Plans
eStatements
eDeposits
eRefunds

Account Activity
Personal Profile
Payment Methods
Agreements
Authorized Users

Authorized Users

Thank you. We have sent an e-mail to test.student@my.witc.edu with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided. (Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

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.

▼ Current Authorized Users

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

Full name:	E-mail address:	Action
	test.student@my.witc.edu	Edit Delete Show Agreement

▶ Add Authorized User

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