How to Set-up Authorized User

1. Log into your Access Stout account.

2. Select Self Service and then click on Student Center.

3. Once you are at the Student Center page, you will then select “Pay/eRefund/Authorize” under the Finances section. Make sure your pop-up blocker is off.
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4. After you click on the “Pay/eRefund/Authorize” button, you will be taken to another login screen. Login with your student credentials.

5. At the top of the screen in the menu section, click on Authorized Users.

6. On this next screen, enter in the e-mail address of the individual you wish to have limited access to your account. Press “continue” when you have entered the information.
7. You will be prompted to an Agreement to Add Authorized User. Select “I agree” and select continue.

8. A “Thank You” screen will then appear. Verify again that the information is correct.

9. Have your authorized user go to their email and finish the set-up.

10. Congratulations, you have finished your end of the set-up process.