



## Adding Authorized Users to Student Accounts

- Step 1:** Login to the TouroOne portal: [TouroOne.Touro.edu](https://TouroOne.Touro.edu) using your portal credentials. (Follow the Account Management steps if necessary.)
- Step 2:** Select the “Financial Services” tab on the left side of the home page.
- Step 3:** Select “Access TouchNet” in the Student Accounts box.
- Step 4:** Select “Authorized Users,” in the “My Profile Set Up” box.
- Step 5:** Click “Add Authorized User”.
- Step 6:** Enter the user’s email address and the access you wish to give. Click continue.

TouchNet will send an email to the user to establish their login credentials. Use the same webpage to revoke authorized users at any time.