

How to Add an Authorized User

Thompson Rivers University



Step 1: Student – Access the PayMyTuition Payment Center

Access the [myTRU Student Portal](#) homepage and select the “**Make a payment**” tile:

The screenshot shows the myTRU Student Portal homepage. At the top, there is a navigation bar with links for 'Apply Now', 'More Info', 'Programs', 'Future Students', 'Current Students', 'Online Learning', 'Indigenous', 'International', and 'Research'. Below the navigation bar, the page is titled 'myTRU Student Portal'. There are two main sections: 'Announcements' and 'Additional Services'. The 'Announcements' section lists four items: 'Naloxone kits and training available', 'Upcoming construction and tree removal notice', 'Who do you think should be TRU's next president?', and 'New parking system in effect'. The 'Additional Services' section lists three items: 'Student email', 'Moodle', and 'TRUemployee'. Below these sections, there is a grid of buttons. The 'Make a payment' button is highlighted with a red box. Other buttons include 'Check your application status', 'Sign up for TRU Alerts', 'On-campus course evaluations', 'On-campus course registration', and 'Update contact information'.

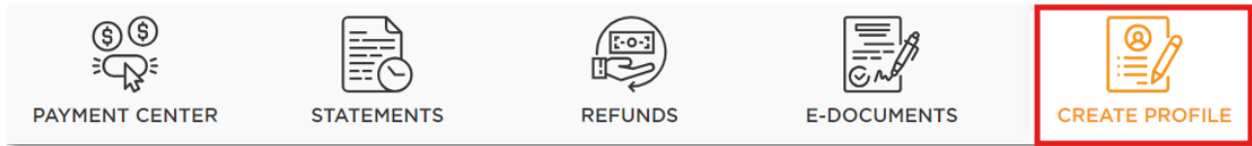
Follow the instructions on-screen to sign into your student portal:

The screenshot shows the Thompson Rivers University sign-in page. At the top left, there is the Thompson Rivers University logo. Below the logo, there is a teal header bar. The main content area is light blue and contains the following text: 'Is it your first time signing in?' and 'Access <https://myid.tru.ca> to reset your temporary password and enroll in self-service password recovery.' Below this text, there is a sign-in form. The form is titled 'Sign in with your Network/Outlook account credentials:' and contains two input fields: 'Username' and 'Password'. A 'Sign in' button is located to the right of the 'Password' field. Below the input fields, there is a checkbox labeled 'Stay signed in'. At the bottom of the form, there are links for 'Forgot your password?' and 'Need help?'.

Upon signing in you will be redirected to the **PayMyTuition Payment Center**.

Step 2: Student – Register for an Account with PayMyTuition

Upon redirecting into the PayMyTuition portal, select “**Create a Profile**” and click the “**Register**” button.



Click on the register button below to setup your profile. You will be able to update your information prior to setting up your profile.



Complete your profile information and click “**Create an Account.**”

A 'LOGIN/SIGN UP' modal window. It has a close button (X) in the top right. There are two tabs: 'Log in' and 'Sign up'. The 'Sign up' tab is selected. The form contains the following fields:

- First Name: John
- Last Name: Smith
- Email address: johnsmith@outlook.com
- Phone Number: 0000000000
- Password: Password* (with an eye icon to toggle visibility)
- Confirm password: Confirm password* (with an eye icon to toggle visibility)

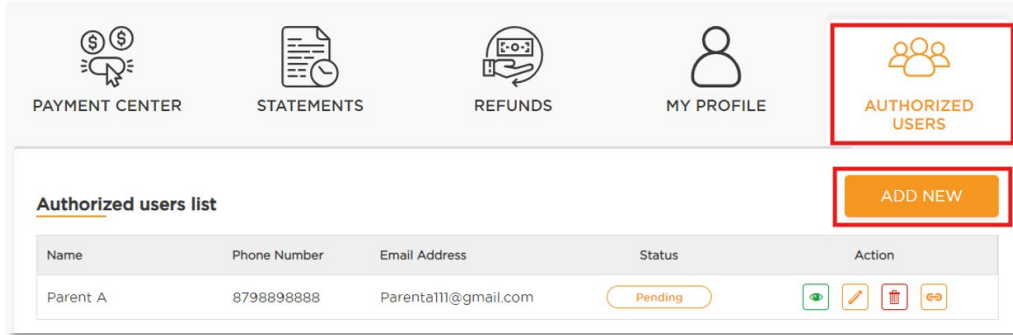
At the bottom, there is a toggle switch for 'Do you want to enable 2 factor authentication?' set to 'No'. A large orange button with the text 'CREATE AN ACCOUNT' is at the bottom center, outlined with a red border.

Be on the look for an email from PayMyTuition confirming your profile has been created.

Step 3: Student – Register an Authorized User

Within the PayMyTuition portal, login to your PayMyTuition account.

Select the “Authorized Users” tab and click the “Add New” button.

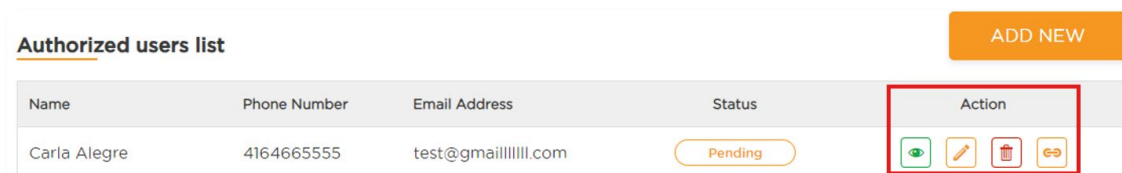


Input your authorized users’ information. Remember to enable the correct permissions for your authorized user.

The form is titled "ADD AUTHORIZED USER" and has a close button (X) in the top right corner. It contains four input fields: First Name (placeholder: First name*), Last Name (placeholder: Last name*), Email Address (placeholder: Email address*), and Phone Number (placeholder: Phone number*). Below the input fields, there are two toggle switches for permissions: "Would you like to allow this person to view your payment history and account activity?" and "Would you like to allow this authorized user to view all transactions?". Both toggle switches are currently set to "No". At the bottom of the form, there are two buttons: "CANCEL" and "ADD". The "ADD" button is highlighted with a red box.

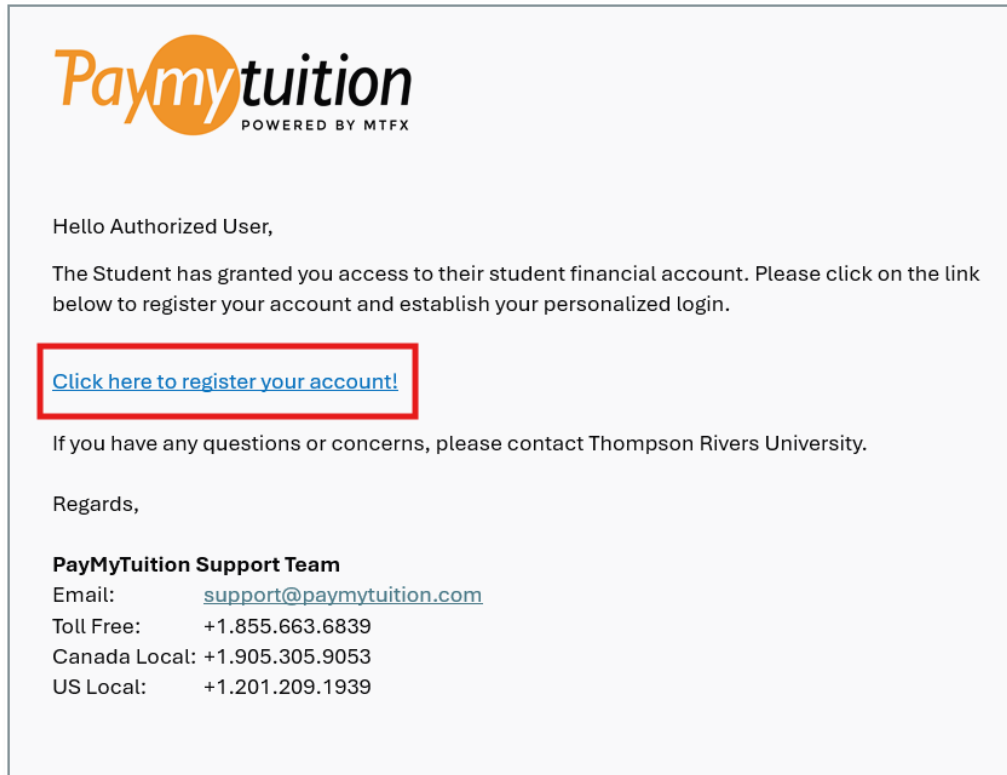
Once you have completed the form, click “Add”. Your authorized user will receive an email from PayMyTuition requesting they register as a user.

Tip: Within the “Action” column of your Authorized user list, you can view the status of your request, edit authorized user details, delete the authorized user from your account, and resend the email link for registration.



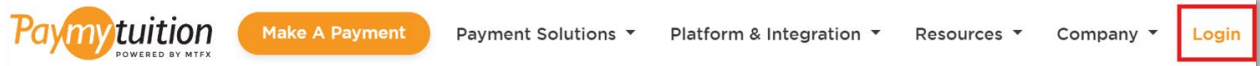
Step 4: Authorized User – Complete Your Account Registration

You will receive an email from PayMyTuition with a request to register for an account. **Click on the link within the email** to complete your account setup:

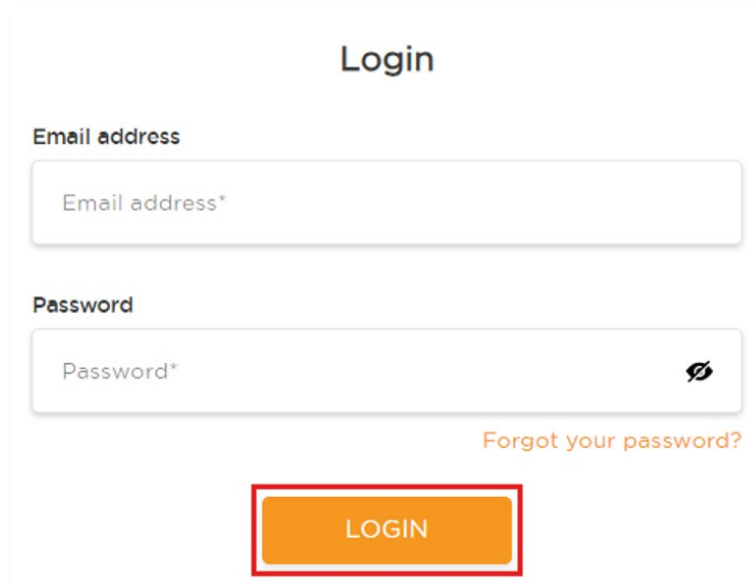


Step 5: Authorized User – Accessing your PayMyTuition Account

To access your PayMyTuition account as an Authorized User, visit www.paymytuition.com and select Login from the top of the screen:



Input your email address and password and click Login to access the students' Payment Center to action on payments:

The image shows a login form titled "Login". It contains two input fields: "Email address" with a placeholder "Email address*" and "Password" with a placeholder "Password*" and a toggle icon. Below the password field is a link "Forgot your password?". At the bottom of the form is an orange button labeled "LOGIN", which is highlighted with a red rectangular box.