



Why do I need an authorized user?

- Becoming an authorized user will allow your parents or guardian to be able to make payments on your account
- Becoming an authorized user will allow someone in the Bursar's office to speak to your parent or guardian about your account. Due to federal FERPA Privacy laws we cannot give anyone information on your account without your permission.
- Becoming an authorized user will allow access to all emails from the Bursar's office about statements, payment plans, and tax forms.

To Begin log into Ulink as usual



UNIVERSITY of
LOUISIANA
L A F A Y E T T E *

 **Secure Login**

This secure site uses UL Lafayette credentials to allow students, faculty and staff to access various systems used on campus, such as Ulink, Moodle, and Zimbra Webmail.

Username:

[Where can I find my ULID?](#)

Password:

[I forgot my password](#) | [Activate my account](#)

LOG IN

Go to the Tuition and Aid Tab

The image shows the ULink portal home page for the University of Louisiana at Lafayette. At the top left is the ULink logo with the text "UNIVERSITY OF LOUISIANA AT LAFAYETTE PORTAL". To the right of the logo is a search bar and four utility icons: HELP DESK (question mark), EMAIL (envelope), CALENDAR (calendar), and MOODLE (book icon). Below the header is a decorative banner featuring a stylized illustration of a red building with a central tower and two trees, flanked by a long walkway with arches. The main content area is divided into a left sidebar and several content blocks. The sidebar contains a "Home" button and a list of menu items: Academics, Registration, Tuition & Aid, Campus Services, Banner Search, Testing, T2 Testing, and Testing Announcements. A yellow arrow points from the text "Go to the Tuition and Aid Tab" to the "Tuition & Aid" menu item. The main content area includes a "HOME" header, a "Dining Menu" section with links to "Cypress Lake Dining Room" and "Café Fleur de Lis", a "Campus Directory" section with input fields for "First Name" and "Last Name" and a "Go" button, a "Weather" section for "Lafayette, LA" showing "82° and falling" with a "Partly Cloudy" icon and "Wind: 4 mph (SW)", and an "Academic Calendar" section with a gear icon and a list of events including "Summer 2017 (Full Term) - 7th Class Day (Census Day)" and "Summer 2017 (Part of Term A) - Last Day to Drop with Grade of W". A "Facebook" link is located at the bottom right of the page.

Click on View your statement or pay your bill.

ULINK
UNIVERSITY OF LOUISIANA AT LAFAYETTE PORTAL

HELP DESK EMAIL CALENDAR MOODLE

TUITION & AID
ULink / Tuition & Aid

Tuition & Statement of Account

[View your statement or pay your bill](#)

[1098T Tax Form](#)

Manage Financial Aid & Scholarships

[Check my outstanding requirements, holds and academic progress](#)

[My financial aid and scholarship awards](#)

[View my federal shopping sheet](#)

Financial Aid Appeal

An appeal will NOT be reviewed unless these criteria are met:

1. Current FAFSA on file (2016-2017),
2. No holds that prevent registration,
3. Registered for at least 6 credit hours

The appeal should consist of the following in 950 characters or less: 1. Reason for failure to make Satisfactory Academic Progress (SAP), 2. Future changes that will ensure meeting SAP requirements in the following semester, 3. An Academic Plan listing three (3) semesters of courses (or until graduation) you are planning to enroll to satisfy degree requirements.

Supporting documentation should be mailed or hand

Financial Aid & Scholarship Info

[Scholarships available for current students](#)

[Types of financial aid available for current students](#)

Maintenance requirements for your scholarship

[If you are receiving any academic scholarships, view](#)

Contact Us

Student Cashier Center (Bursar)
(337) 482-6385 | bursar@louisiana.edu
<http://studentcashier.louisiana.edu>

Home

Academics

Registration

Tuition & Aid

Campus Services

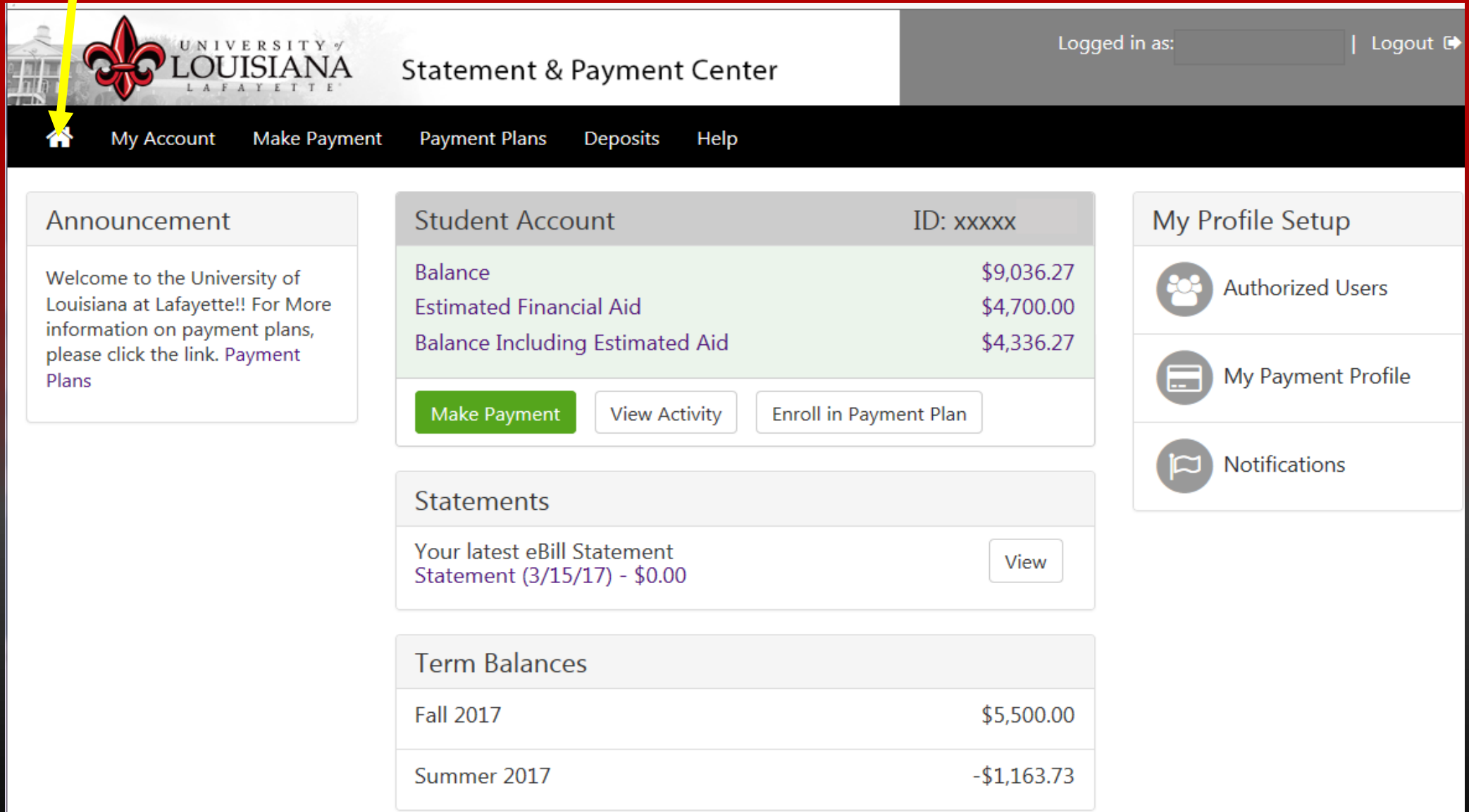
Banner Search

Testing

T2 Testing

Testing Announcements

From the Home page in the Statement and Payment Center you can setup parents or guardians as authorized users



UNIVERSITY of LOUISIANA LAFAYETTE

Statement & Payment Center

Logged in as: [] | Logout

Home My Account Make Payment Payment Plans Deposits Help

Announcement

Welcome to the University of Louisiana at Lafayette!! For More information on payment plans, please click the link. [Payment Plans](#)

Student Account

ID: xxxxx

Balance	\$9,036.27
Estimated Financial Aid	\$4,700.00
Balance Including Estimated Aid	\$4,336.27

[Make Payment](#) [View Activity](#) [Enroll in Payment Plan](#)

Statements

Your latest eBill Statement [View](#)
Statement (3/15/17) - \$0.00

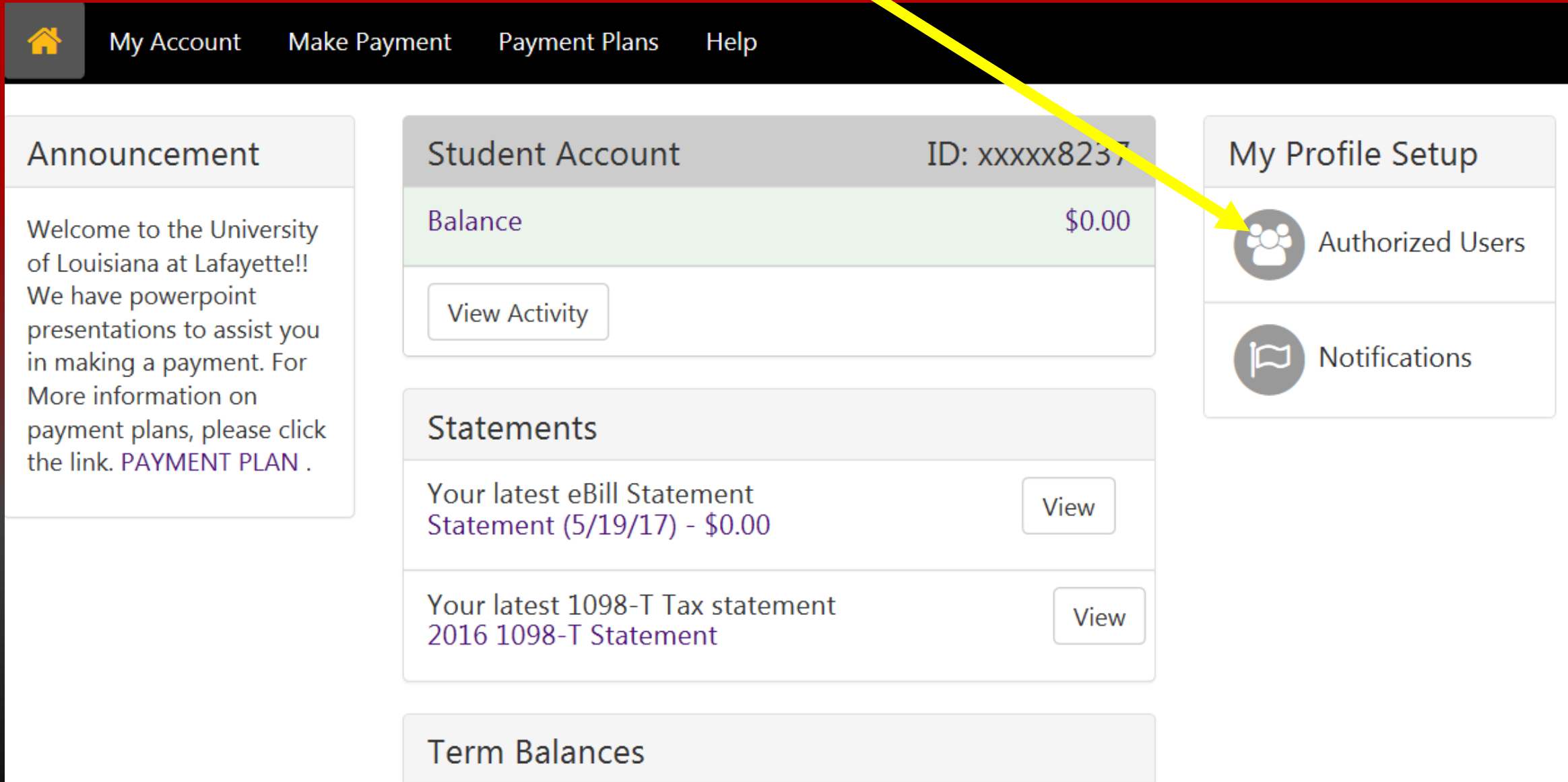
Term Balances

Fall 2017	\$5,500.00
Summer 2017	-\$1,163.73

My Profile Setup

- [Authorized Users](#)
- [My Payment Profile](#)
- [Notifications](#)

Click on the Authorized User tab on the right



The screenshot shows a user interface for a university account. At the top, there is a navigation bar with a home icon and links for 'My Account', 'Make Payment', 'Payment Plans', and 'Help'. The main content area is divided into three columns. The left column contains an 'Announcement' section with a welcome message and a link to 'PAYMENT PLAN'. The middle column displays 'Student Account' information, including the account ID 'xxxxx8237', a 'Balance' of '\$0.00', and a 'View Activity' button. Below this is a 'Statements' section with two entries: 'Your latest eBill Statement (5/19/17) - \$0.00' and 'Your latest 1098-T Tax statement 2016 1098-T Statement', each with a 'View' button. The bottom of the middle column has a 'Term Balances' section. The right column is titled 'My Profile Setup' and contains two links: 'Authorized Users' (with a group of people icon) and 'Notifications' (with a flag icon). A yellow arrow points from the top text to the 'Authorized Users' link.

My Account Make Payment Payment Plans Help

Announcement

Welcome to the University of Louisiana at Lafayette!! We have powerpoint presentations to assist you in making a payment. For More information on payment plans, please click the link. [PAYMENT PLAN](#) .

Student Account

ID: xxxxx8237

Balance \$0.00

[View Activity](#)

Statements

Your latest eBill Statement Statement (5/19/17) - \$0.00 [View](#)

Your latest 1098-T Tax statement 2016 1098-T Statement [View](#)

Term Balances

My Profile Setup

[Authorized Users](#)

[Notifications](#)

Enter the authorized user's email address and answer all three questions as to how much access you want your authorized user to have. Then click **Continue** to proceed.

UNIVERSITY of LOUISIANA LAFAYETTE Statement & Payment Center

Logged in as: Christie M. Boutte | Logout

My Account Make Payment Payment Plans Deposits Help My Profile

Authorized Users

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.

▼ Add Authorized User

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement and account activity? Yes No

Would you like to allow this person to view your 1098-T tax statement? Yes No

Would you like to allow this person to view your payment history and account activity? Yes No

The Agreement to Add Authorized User page will pop up.

Check the box next to I Agree and click **Continue**.

Agreement to Add Authorized User

The e-mail address you provided already exists in our system and is registered to Karen Viator. This indicates that Karen Viator was or may still be a registered user in our system. Please ensure that this is the person to whom you wish to give access. If you have any doubts that this is the correct person, please press the 'Cancel' button.

I hereby authorize **University of Louisiana at Lafayette** to grant kgv1637@louisiana.edu 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, June 22, 2017.

For fraud detection purposes, your internet address has been logged:
130.70.0.34 at 6/22/17 11:13:11 AM 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

Continue Print Agreement Cancel

Each user will appear on your Authorized Users page

You may add 5 authorized users to your account

Authorized users can be edited or deleted at any time by clicking **Edit or Delete**

My Account Make Payment Payment Plans Deposits Help My

Authorized Users

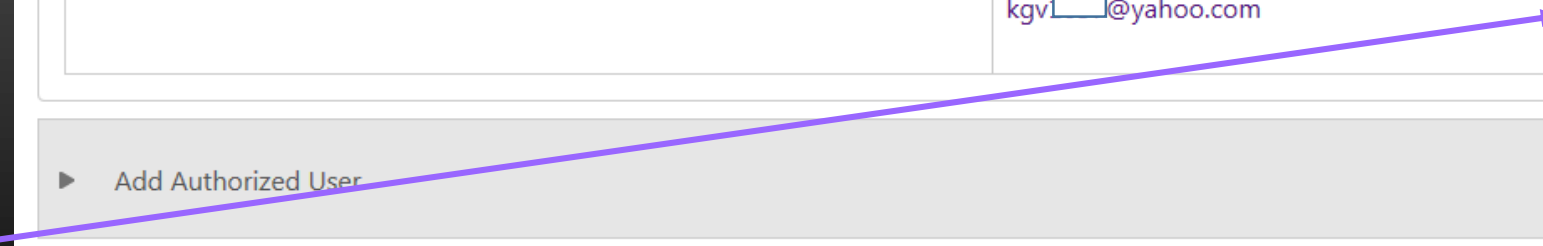
From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an 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

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
	kgv[]@yahoo.com	Edit Delete Show Agreement

► Add Authorized User



The authorized user will receive two emails.
(1) will have the link to the Touchnet login page (2) will have a temporary password.

My Account Make Payment Payment Plans Deposits Help My Profile

Authorized Users

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

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
	kgv <input type="text"/> @yahoo.com	Edit Delete Show Agreement

► Add Authorized User

This is an example of the first email your authorized user will receive with the link to log into the student's account.

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. For your first login, you will use the password shown below. For security, your username for this account is sent in a separate message. Please click the link to log into your account.

https://test.secure.touchnet.net:8443/C22198test_tsa/web/login.jsp

===== ACCESS INFORMATION =====

Student Name --- []

Password --- []

=====

If you have any questions regarding your statement, please contact the Student Cashier Center at (337)482-6385 or email bursar@louisiana.edu. For financial aid questions, call (337)482-6506 or email at finaid@louisiana.edu. For Housing questions, call (337)482-6471 or email at oncampusliving@louisiana.edu.

This is an example of the second email your authorized user will receive with a temporary password.

This is an automated message generated at your request providing you with a temporary password. You will be required to create a new password upon logging in.

Password --- [ugharwpcdh]

If you have any questions regarding your statement, please contact the Student Cashier Center at (337)482-6385 or email bursar@louisiana.edu. For financial aid questions, call (337)482-6506 or email at finaid@louisiana.edu. For Housing questions, call (337)482-6471 or email at oncampusliving@louisiana.edu.

Your authorized user may be an authorized user on another student's account as well as yours.

Enter email
address and
password

Then click
the **Login**
button

Authorized Users

Login for parents or others who have been granted access.

*E-mail:

*Password:

Login

Forgot your password?

Have a temporary password e-mailed to you.

Welcome

Welcome to University of Louisiana at Lafayette Student Account Suite. This site is a 24x7 service offered to students and their families for making payments and managing their student account.

Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to bursar@louisiana.edu.

Student Account Suite Features

Student Account Center

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to make payments.

Payment Plan Management

- Enroll in a payment plan so you can pay your balance in installments.
- View your current payment plan status.
- Make a payment toward one of your installments.
- Schedule future installment payments.

The authorized user's profile
must be setup

Enter all information with an
* next to it

Change your password

You can enter an alternate
email address if you choose

Click **Save**



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L A F A Y E T T E

Authorized User Profile Setup

Profile Setup

For security reasons, please change your password.

Name and E-mail Address

****Indicates required fields**

Your login ID:

@LOUISIANA.EDU

*First Name:

*Last Name:

E-mail address:

@louisiana.edu

Alternate e-mail address:

Password Change

*Enter your new password:
(minimum 7 characters and at least one number or special character)

*Confirm your new password:

Save

Cancel



If you are an authorized user for more than one student, they will all appear on your screen.

You may make a payment to all of their records at once or one at a time.

Double click the student's name that you would like to pay.

Student Account

Profile changes were saved.


Select Student Account

You are authorized to view billing information for more than one student.
Please select a student by clicking on the name. You can change your selection later from the 'Select Student' tab.

Student Name	UL ID	E-mail Address
Christie Boutte	C0016 <input type="text"/>	
Karen Viator	C0015 <input type="text"/>	
Sally York	C0018 <input type="text"/>	

Pay All

This will take you back to the Statement and Payment Center



UNIVERSITY of
LOUISIANA
LAFAYETTE

Statement & Payment Center

Logged in as: | [Logout](#)

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Help](#)

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Term Balances

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My Profile Setup

- [Authorized Users](#)
- [My Payment Profile](#)
- [Notifications](#)

THE END