How to Set up a Panther Partner Authorized User

This tutorial covers how a student can grant access to a Panther Partner Authorized User to make payments and view billing statements on the student account.

1. Login to the Student Center
2. From the Student Center Homepage select Financial Account
3. Select Access ePay
4. Click the Access ePay button
5. Under My Profile Setup select Panther Partner Authorized Users

6. Select the Add Panther Partner Authorized User tab.
7. Enter the e-mail address of the Panther Partner
8. Select Permissions for the Panther Partner
9. Continue

10. Read the Agreement to Add Panther Partner Authorized User
11. If you agree check the I Agree box and Continue

You have completed the Panther Partner Authorized User set up.

The following will occur upon checking the ‘I agree’ box and clicking on the ‘Continue’ button:

- Your designated Panther Partner Authorized User will receive two separate emails
- One email will acknowledge being designated as a Panther Partner Authorized User
- The second email will contain a temporary password for use on the initial log in. The email will also contain the login link information for Panther Partner Authorized Users.