Payment Plans: Assign an Authorized User

An authorized user is an individual designated by the student to either make a payment on the student’s behalf and/or have access to the student’s account information. The student is still the primary party responsible for ensuring all tuition and fees are paid in full by the scheduled payment date.

Follow these simple instructions to assign an authorized user:

1. Log in to the student portal (inside.cod.edu).
2. Locate the myACCESS menu.
3. Click MYACCESS FOR STUDENTS.
4. Select Student Payment Information.
5. Select View/Update Payment Plan.
6. Select the applicable term from the drop-down, then click Continue.
7. On the right-hand side of the page, under My Profile Setup, select Authorized Users.

8. Click Add Authorized User.

9. Enter the email address of the authorized user.

10. A question will appear asking if you want the authorized user to have access to your payment history and account history. Select Yes or No, then click Continue.

11. Read through the agreement, check the box agreeing to the terms, click Continue.

12. A confirmation page will appear and an email will be sent to the authorized user's email address entered in step 9.
Once a student has assigned an authorized user, the authorized user will be sent two separate emails from CODPaymentPlans@cod.edu. The first email will denote access has been granted and include the username. The second email will contain the temporary password and the link to login.

Follow these simple instructions to log in as an authorized user:

A1. Once the student has assigned you as an authorized user, you will receive two emails. The first email will contain the username.

A2. The second email will contain your temporary password and the login link.

A3. Click the login link in the second email to be navigated to the payment plan webpage.

A4. Under Authorized Users, enter the username and temporary password emailed to you in step A1.

A5. On the Authorized User Profile Page, enter your first name, last name, and new password, then click Save.

A6. You will be brought to a modified Student Account Home Page. The account and payment activity presented is dependent on the level of access granted to you by the student.