HOW TO ADD AN AUTHORIZED USER
Log into MyUTK.utk.edu

To login, you must authenticate using your domain\NetID and password. For example:

Username: utk\your-NETID **note the utk\placed before your netID**

Password: your NetID password

Mac Users: Login using Firefox.
Log into MyUTK
Select Student under Other Roles
Welcome to MyUTK

MyUTK is the new, one-stop-shop for UT Faculty, Staff, and Students. Once you sign in, you will have access to many UTK resources including:

- **Faculty Resources**: Class Details, Grades, Online@UT, Advising, Vol Card Balance
- **Staff Resources**: Advising Links, Vol Card Balance
- **Student Resources**: Registration, Academic Links, Vol Card Balances, Semester Course Schedule, Week-at-a-Glance Schedule
- **For Your Review** provides a summary of announcements targeted to your university status.

MyUTK is comprised of categorized blocks of links and information called Web Parts. For example, one Web Part, which has links, is labeled “UT Links.” Web Parts allow you to build the view of your UT tools and information. Look for instructions to add Web Parts to customize your MyUTK view in the Web Part labeled “How Do I...”

**How To Connect To MyUTK**

To login, you must authenticate using your domain\NetID and password. For example:

- **Username**: utk\your-NetID **“note the utk\ placed before your netID”**
- **Password**: your NetID password

[Enter MyUTK]
Under the UTK Student Registration Link
Select -- View/Pay Fees
FERPA Regulations

Please read the FERPA information associated with authorized users. By adding an authorized user, you have given written consent that an individual may view your account information and make payments on your behalf.
Click on --

**Authorized Users**
Complete Add Authorized User, then click on *Continue.*
Read FERPA agreement, click on “I Agree” and then click Continue.
The parent will then receive and email with the Parent Portal URL and a second email with their initial password. They will be instructed to change the initial password when they log in for the first time. The parent logs in at https://secure.touchnet.com/C21610_tsa/web/login.jsp.
The parent has all of the options the students have with the exception of eRefunds.
Parents can also set up Payment Plans for the student, save payment methods, schedule payments on the students account, and review past statements and current account activity. If you have questions, please contact the Office of the University Bursar at (865) 974-4495 or email at Bursar@utk.edu.

The parent can make payments, see statements, set up profiles for emails and text messages, etc.
Welcome to the University of Tennessee, Knoxville Voxxpress payment system. Accounts with an outstanding balance as of April 23, 2012 will be assessed a $45.00 late fee and the account will be placed on hold until the balance is paid in full. Please check your account on the MYUTK Portal for updates. Questions concerning Financial Aid and Scholarships should be directed to the Office of Financial Aid and Scholarships. Students need to sign up for DIRECT DEPOSIT. Go to Refund Profile, set up your account and be sure to check the Use for Refunds box. You can also go to the Authorized User tab and set up your parents or another 3rd party to receive your e-statements and make payments on your account. Check the Bursar's Website for instructions. Your statements are available under e-