Creating an Authorized User in eSuite

Microsoft Edge and Firefox browsers are highly recommended

Step 1: Click the "Authorized Users" button

Step 2

Authorized Users

Authorized Users | **Add Authorized User**

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.

Email 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 payment history and account activity? ● Yes ○ No

Cancel | Continue

Enter the e-mail address of the person you are authorizing, and choose which site options you are authorizing. Then, press "Continue" to go to the next step.

Step 3

Review the agreement to add the authorized user, check the "I Agree" box, and click the "Continue" button. Note that you can also print this agreement here.

Agreement to Add Authorized User

The e-mail address you provided already exists in our system and is registered to   . This indicates that   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.

When in Emulate Student mode, you cannot add an Authorized User.

I hereby authorize **New York University Shanghai** to grant   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 07/10/2023 10:46:02 PM CDT.

For fraud detection purposes, your internet address has been logged:

202.66.60.186 at 07/10/2023 10:46:02 PM 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**

Cancel   Continue

Step 4

You will next receive a screen confirming that you have successfully added the user. Two e-mails will be sent to that user with login instructions. You can edit or delete users here, or add more users.