

Creating an Authorized User in eSuite

Microsoft Edge and Firefox browsers are highly recommended

Step 1: Click the “Authorized Users” button

The screenshot displays the NYU Shanghai Office of the Bursar website interface. At the top, there is a purple navigation bar with the NYU Shanghai logo and the text 'OFFICE OF THE BURSAR' and '学生账务办公室'. On the right side of the bar, it says 'Logged in as' followed by a 'Logout' link. Below the navigation bar, there are several menu items: 'My Account', 'My Profile', 'Make Payment', and 'Help'. The main content area is divided into three columns. The left column contains an 'Announcement' section with text about international payments and university refund schedules. The middle column features a 'Student Account' section for ID: xxxx, showing a 'Balance' field and buttons for 'View Activity' and 'Make Payment'. Below this is a 'Statements' section with a 'View Statements' button. The right column is titled 'My Profile Setup' and contains three menu items: 'Authorized Users', 'Personal Profile', and 'Security Settings'. The 'Authorized Users' button is highlighted with a red rectangular box, and a red arrow points from the top of the page down to this 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 [redacted]. This indicates that [redacted] 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 [redacted] 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

Authorized Users

Authorized Users

Add Authorized User

| Full name | Email address | Action |
|-----------|---------------|---|
| | |  |

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.