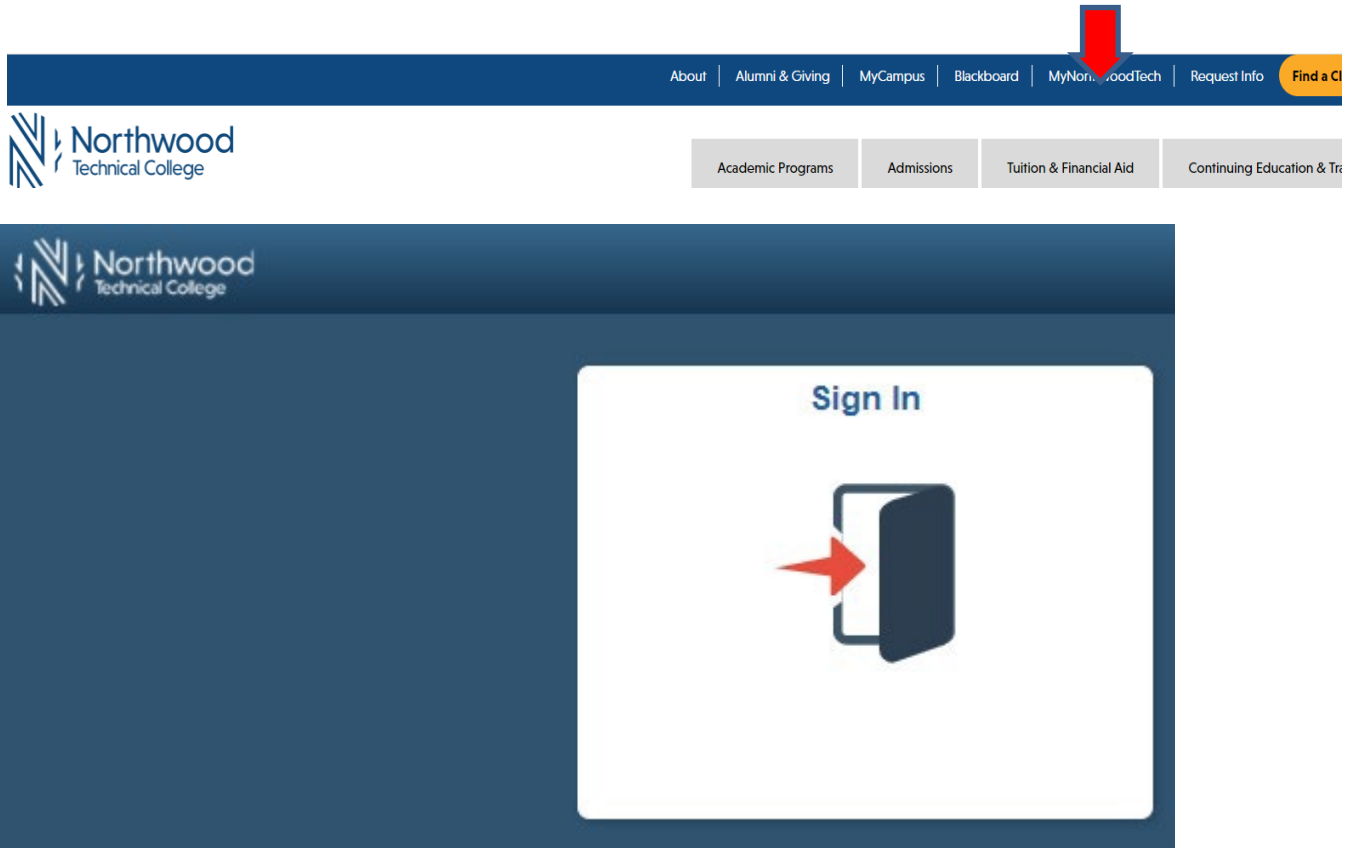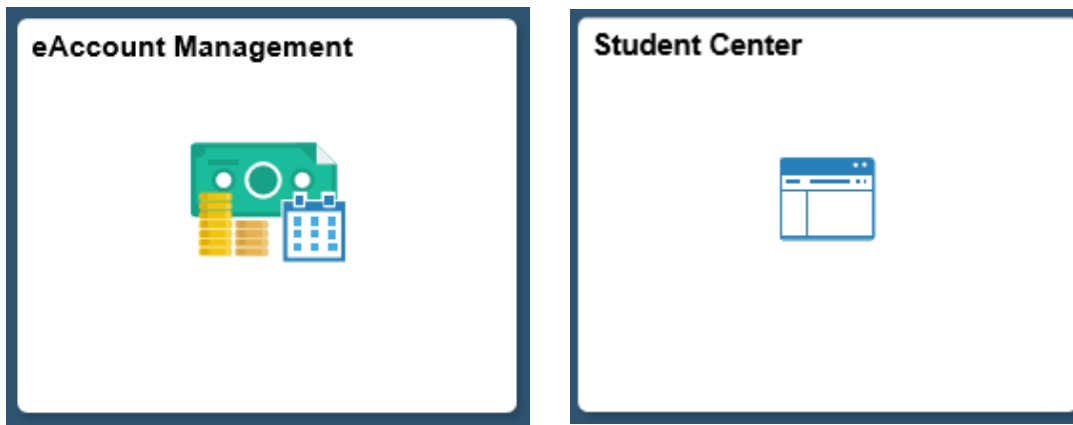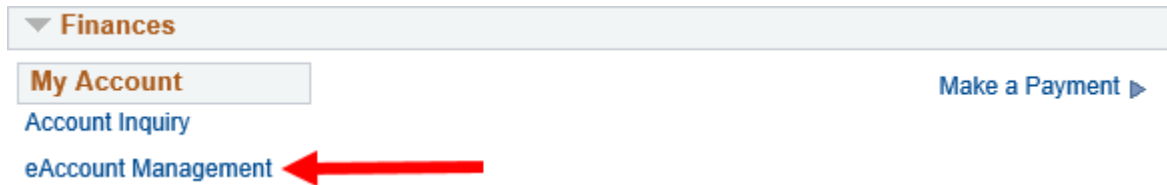1. Sign into **MyNorthwoodTech** at www.northwoodtech.edu using your **Student ID** and **Password**

2. The **Student Homepage** will display, click on the **eAccount Management** tile or the **Student Center** tile and in the **Finances** section, click on **eAccount Management**.
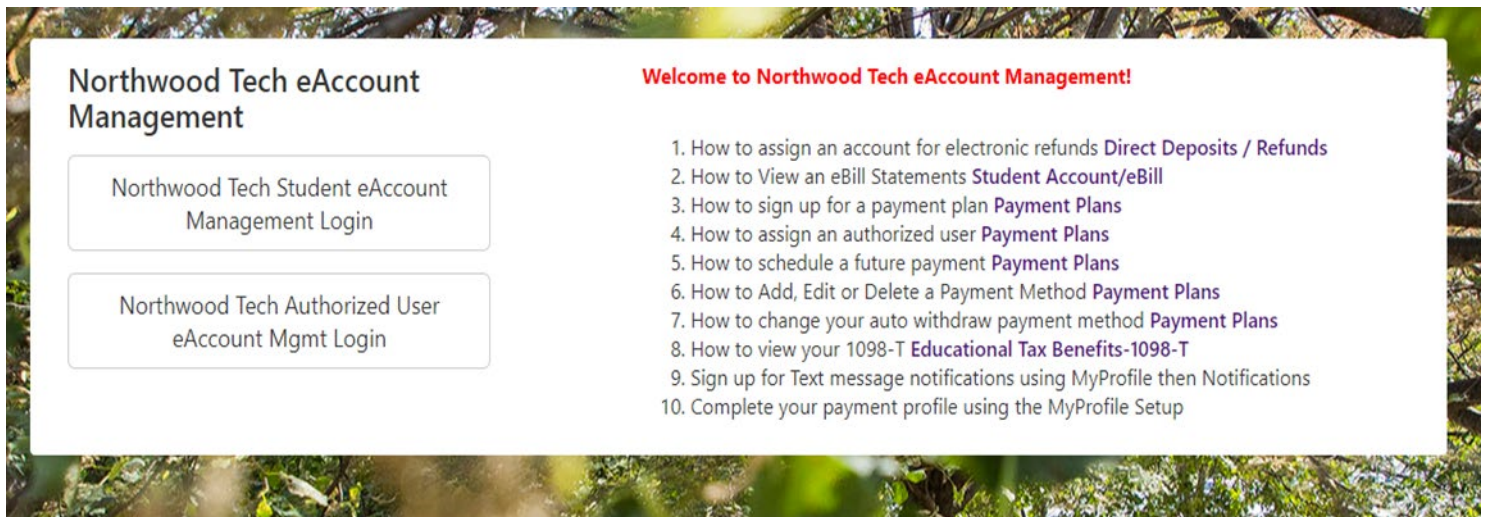

3. Student Center **Finances** section, **eAccount Management** link:

You will be redirected to NorthwoodTech's eAccount Management secure website (make sure the pop-up blocker is turned off on your computers internet settings)
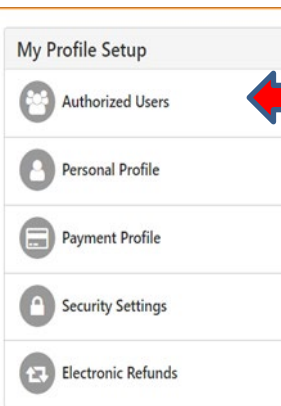
4. Log into Northwood Tech **eAccount Management** (use your same **Student ID** and **Password** as **MyNorthwoodTech**)

5. Once logged in you will see options along the top of your screen to enroll in a payment plan and manage all of your NorthwoodTech eAccount information.
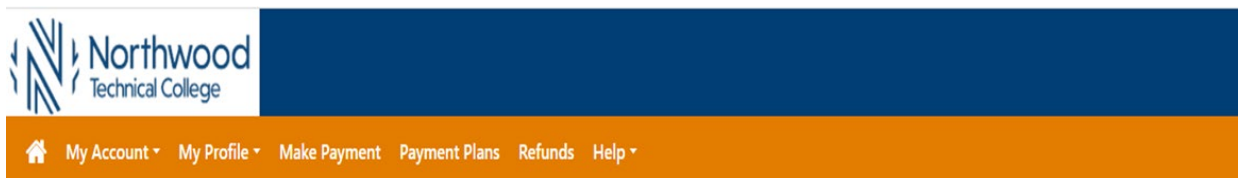
6. Under **My Profile Setup**, click on **Authorized Users.** Determine what additional access you would like to grant to the Authorized User. The ability to access payment plans is included when access is granted to any Authorized User.

Enter authorized users email address and determine the access you want to grant by selecting the
Yes or **No** radio buttons. Click **Continue**.

7. Read the **Agreement to Add Authorized User** –
    a. If you agree to the terms check the **I Agree** box
    b. Click **Print Agreement** to print
    c. Click **Continue**

Agreement to Add Authorized User ×

I hereby authorize **Northwood Technical College** to grant melissa.zappa@northwoodtech.edu 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 02/19/2023 2:12:51 PM CST.

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

173.248.20.44 at 02/19/2023 2:12:51 PM CST

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 | Print Agreement | Continue

8. An email will be sent to the Authorized User email address you provided with instructions on how the authorized user may log in to the students eAccount Management.

Authorized Users

Thank you. We have sent an e-mail to [redacted] with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.
(Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

From this page, 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.

▼ Current Authorized Users

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
	[redacted]	Edit | Delete | Show Agreement

▶ Add Authorized User

9. If you would like to add another Authorized User:
   a. Click **Add Authorized User** and follow the steps above
   b. You also have the ability to **Edit** or **Delete** an existing Authorized User

Authorized Users

Thank you. We have sent an e-mail to ▆▆▆▆▆▆▆▆▆▆ with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.
(Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

From this page, 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.

▼ Current Authorized Users

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
	▆▆▆▆▆▆▆	Edit | Delete | Show Agreement
	▆▆▆▆▆▆▆	Edit | Delete | Show Agreement

▶ Add Authorized User