How to Add An Authorized User

- 1. Log into the Student Experience at <u>https://experience.elluciancloud.com/occc151</u>. Using your student email and password.
- 2. After logging in, you'll see a box on the left side of the page with a message. Click on the link that says "OCCC Self Service."



3. Click on the Make a Payment/Enroll in Payment Plan button.

Make a Payment/Enroll in Payment Plan

Here you can view your latest statement and make a payment online.

4. Click the blue *Continue to Payment Center* button.



5. To Add An Authorized User, select the Authorized Users *button* on the right of the web page.



6. Click Add Authorized User. Enter the requested information and click continue. Note that the authorized user will receive two emails with login information.

Authorize	d Users			
Authorized Users	Add Authorized User			
You can give others of 1974 (FERPA), you consent that an indiv your stored payment	parents, employers, etc.) the ability to access your account in r student financial records may not be shared with a third par idual may view your account information and make payment t methods, academic records, or other personal information.	iormation. In compliance with the I ty without your written consent. As s on your behalf. Please note that a	Family Educational dding an authorize authorized users D	Rights and Privacy A d user is your writter O NOT have access t
Email address of the au	thorized user			
Would you like to allow this person to view your billing statement and account activity?		ity? 💿 Yes	s O No	
Would you like to allow	I this person to view your payment history and account activity	ty? 💿 Yes	s O No	
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