How to Setup Authorized User Accounts

**STEP 1**
In MyBama under Student tab, click Pay Your Student Bill.

**STEP 2**
Click Authorized Users under My Profile Setup.

**STEP 3**
Select "Add Authorized User".

**STEP 4**
Add user's email address & select appropriate access; click "Continue".

**STEP 5**
A disclosure box will open, select "I Agree" & "Continue".

**STEP 6**
Authorized user will receive 2 emails containing username & temporary password.

If you need help accessing the Authorized User account, click here.