Add an Authorized User to Your Account

3/1/21

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) your student financial records cannot be shared without your consent. You may grant an authorized user access to the ICC Student Payment System so they may view your account information and make payments on your behalf. *(see notes below)*

1 Visit *my.icc.edu* and click on Tuition Payment.

Tuition Payment

2 Log-in to the ICC Student Payment System. *Authorized parents, guardians or others will log-in using the Authorized Users section.*

Click on User Type for Login

Students and Staff

Use your MyICC Login and Password

MyICC Username

Password

Login

3 Click Authorized Users, then click Add Authorized User.

Authorized Users

Authorized Users

Authorized Users   Add Authorized User

4 Enter the authorized user's email address.

Choose whether you want the user to view your payment history & account activity.

Click the Continue button.

5 Review the agreement.

Click I Agree to authorize the user to have access to your account.

Click Continue.

Please check the box below to agree to the terms and continue.

☑ I Agree

Cancel   Print Agreement   Continue

6 The authorized user will receive an email at the address you provided with instructions for logging in and viewing account information.

Notes:
- *Authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.*
- *Authorized users can only view their own payment methods and account information.*
- *Students cannot view payment methods of authorized users.*