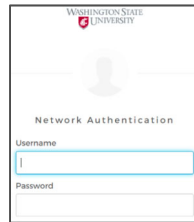




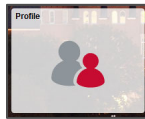
# I WANT SOMEONE ELSE TO TALK TO WSU ABOUT MY ACCOUNT

WSU cannot discuss your account with anyone else unless you set them up with Third Party Authorization (TPA). This is because of federal privacy laws. You can easily set up TPA through myWSU. The steps are as follows:

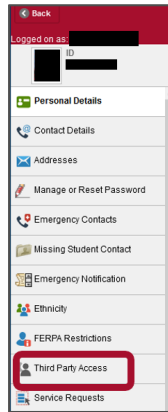
1. Log in to [my.wsu.edu](http://my.wsu.edu) and complete Multi-Factor Authentication (MFA/Okta).



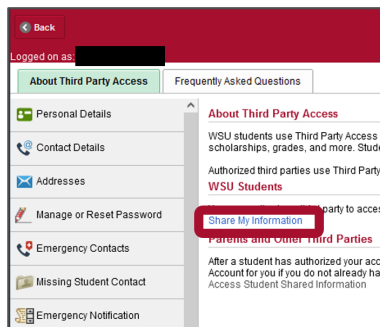
2. Find and click on the **Profile** tile.



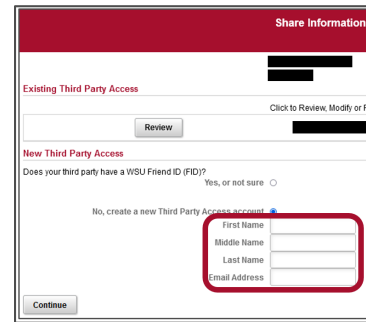
3. On the left menu click **Third Party Access**.



4. Under the section for **WSU Students** click **Share My Information**.

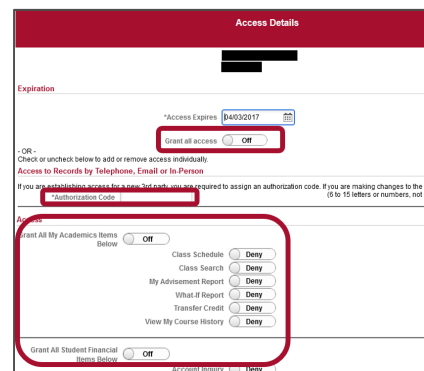


5. Under **New Third Party Access** select **No, create a new Third Party Access Account**. Add the first and last name, and email address of your TPA. Click **Continue**.



6. You can **Grant All Access** or you can review each category and grant access on a case-by-case basis. You are required to assign an **Authorization Code**.

*TIP: Tell the Authorization Code to your TPA. This code is required every time your TPA contacts WSU.*



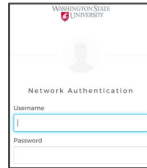
7. **Relationship to You/Reason for Granting Access:** These items must be identified. The most common are Parent/Personal.
8. **Notifications:** It may be handy to turn on **Notify Third Party by Email**.
9. You must agree to the **Terms of Use** in order to start TPA access. When ready click **Submit**.



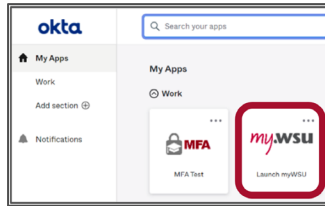
# MY STUDENT SET ME UP WITH TPA - NOW WHAT?

Check your email or talk to your student to confirm access has been granted. Only the student may grant access to the student's information. Payments can be made online only if your student has set you up with TPA.

1. Log in to [my.wsu.edu](http://my.wsu.edu) and complete Multi-Factor Authentication (MFA/Okta).



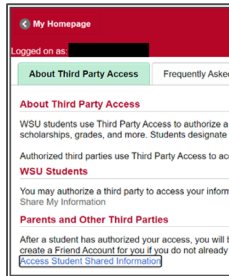
2. Click the **Launch myWSU** tile.



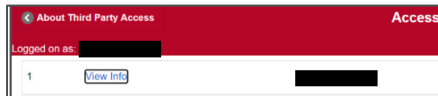
3. Click the **Third Party Access** tile.



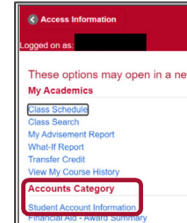
4. Click the hyperlink at the bottom of the page: **Access Student Shared Information**.



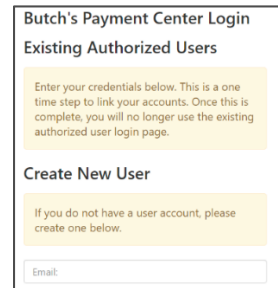
5. Click the hyperlink **View Info** next to your student's name.



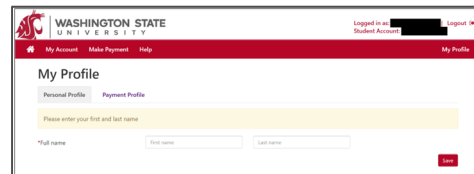
6. To access the Touchnet payment portal, scroll to **Accounts Category** and click **Student Account Information**.



7. The first time you access the Touchnet payment portal you will be prompted to create a new user. This action will link your WSU Friend ID to Touchnet's portal. Future logins will skip this page. Enter your email and click the **Create New User** button.



8. To complete the link, type your first and last name and click **Save**



9. You now have access to the Touchnet payment portal!

