Adding an Authorized User to Your MyMC Account

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.

By adding an authorized user, you can allow that user to do the following. You determine what access is authorized.

- view your billing statement and account activity and pay on your behalf
- view your 1098-T tax statement
- view your payment history and account activity

Steps to add an authorized user

- Go to your home page in MyMC
- Select "Authorized Users" from the "My Profile Setup" menu on the right

- You will see the authorized users screen

- Click on "Add Authorized User" and enter the authorized person's email address and make your authorization selections.

- Once you have added the user and pressed continue, you will see the agreement to add an authorized user. Read the agreement, check the "I agree" box and click continue.

Agreement to Add Authorized User ✕

The e-mail address you provided (██████@yahoo.com) already exists in our system, however we have no record of that person's name. This indicates that the person to whom the e-mail address belongs was or may still be a registered user in our system. Please ensure that the e-mail address you provided is correct. If you have any doubts that this is the correct person, please press the 'Cancel' button.

I hereby authorize **Montgomery College** to grant ██████@yahoo.com 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.

Access to my accounts also includes the ability to :

- View my 1098-T tax statement

This agreement is dated 22-Nov-2021 12:52:50 PM EST.

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

160.253.64.26 at 22-Nov-2021 12:52:50 PM EST

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

- When you have completed the steps you will see the page below. It tells you that an email notification has been sent to the authorized user and that they will have their own login ID and password.