Authorized Users

In order to remain in compliance with the Family Educational Rights and Privacy Act (FERPA) passed by Congress in 1974, we are required to protect the privacy of students by limiting third party access to student education records. As an authorized user, you can access your student’s financial record in Student Financial Services (SFS), speak on their behalf with a SFS staff or make payments and payment arrangements on the student’s account. To gain access to your student’s record in Student Financial Services, your student(s) must agree to add you as an authorized user online at the Student Account Center (https://lmutpg.lmu.edu/C20995_tsa/web/login.jsp).

1. Once the student logs into the Student Account Center, they will need to click on the “Authorized Users” link under “My Account” tab at the top of the page.

2. From this page, a student can add a new authorized user by entering a valid email address and setting the following options by selecting yes or no to:
   - Allow the user to view billing statements
   - Allow the user to view the payment history

Once this is done, the student must click on “Continue.” If an authorized user has already been created, this page will also allow a student to update settings or delete the user.

3. An agreement is displayed and confirms the information the authorized user will and will not be able to see. When the student clicks on the “I Agree” check box and the “Continue” button, two emails will be sent to the new authorized user’s email with instructions on how to set up a profile and a temporary password.

4. Once you have been added as an authorized user, use the link and temporary password provided in the two emails you received to set up your profile and new password.

5. Please make sure you complete all required fields and click on “Save.”

6. Now you’re set! You now have access to your student’s account at LMU. Please make sure you keep your password safe and remember to bookmark the Student Accounts Center webpage.

Important information to consider when contacting our office about your student’s account:

- By phone: Please have your student’s University ID ready to provide to a Student Account Specialist and your name and email address to verify your identity.
- By email: Please use the approved authorized user email address only.

If you would like more information on tuition, fees, office hours, and contact information, please visit our website at http://www.lmu.edu/studentaccounts.