How to Add an Authorized User
Once you have logged into your UIS account
- Click on Student
- Click on Student Account
- Click on Student Account Suite
  (This should directly log you into your personal home page)
Select the “My Account” tab and click on “Authorized Users”
You will then be prompted to add the E-mail address of the person you would like to have as an authorized user.

Please then select your options of what access you would like them to have:
- View billing statement
- View payment history

Click “Continue” once your options have been selected and E-mail address has been entered.
You will then have to agree to the terms
- Check the box “I Agree”
- Click Continue

Agreement to Add Authorized User

I hereby authorize St. John’s University to grant [masked]@gmail.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.

This agreement is dated Monday, April 22, 2013.

For fraud detection purposes, your internet address has been logged:
149.68.149.241 at 4/22/13 11:21:20 AM CDT

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

Print Agreement  Continue  Cancel
An E-mail will be sent to the E-mail address provided for the authorized user with instructions on how to log in.

The authorized user will now be able to view billing statement and/or view payment history depending on the access chosen.