Logging into the UNC-Chapel Hill
Student Account site as an Authorized User

Once an Authorized User is granted access to the new UNC-Chapel Hill Student Account Site, he or she will receive TWO Emails from cashier@unc.edu.

***Note: If the user receives ONE Email from proxy-mgr@UNC.EDU, the user was set up as a Third Party Proxy to access non-billing information.

This is a sample of the FIRST EMAIL sent to the Authorized User indicating access has been granted by the student:

This is an automated message to inform you that the student listed below has granted you access to his or her online student account. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. You will log in with the username shown below. For security reasons, the initial password for this account is sent in a separate message.

Please go to https://secure.touchnet.com/C21551_tsa/web/login.jsp to access your student’s account.

======== ACCESS INFORMATION ========
Student Name --- [ RAMESES RAM ]
Username --- [ myaddress@me.com ]
==================================

Students access your ConnectCarolina Student Account through connectcarolina.unc.edu. Authorized users access the account through a quick link on cashier.unc.edu.

This is a sample of the SECOND EMAIL sent to the Authorized User that includes a TEMPORARY password that must be changed upon logging into the system for the first time.

This is an automated message to inform you that the student listed below has granted you access to his or her online student account. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. For your first login, you will use the password shown below. For security, your username for this account is sent in a separate message.

======== ACCESS INFORMATION ========
Student Name --- [RAMESES RAM]
Password --- [ xleufiewot ]
==================================

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Students access your ConnectCarolina Student Account through http://connectcarolina.unc.edu.

An Authorized User may log into the UNC-Chapel Hill Student Account site by going to the quick link on the UNC Cashier’s Office website (http://cashier.unc.edu):

Or by going to http://unc.edu and clicking on ConnectCarolina at the top of the page.
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1. The Authorized User will log in with his or her username (full email address) and the temporary password.

![Login screen](image)

**NOTE:** This site works best with Microsoft's Internet Explorer 7.0+, Mozilla's Firefox 2.0+, Apple's Safari 3.0+ and JavaScript must be enabled.

2. Once an Authorized User logs in, he or she must enter a full name and new password. Passwords must be at least seven characters long and contain at least one number OR special character. Once all required fields are entered, press **Save**.

![Profile setup screen](image)

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3. After the Authorized User creates a new password, he or she is redirected to the student’s account information.

![Student Account Site Screenshot]

Profile changes were saved.

Account Alerts
No alerts at this time.

Announcements
June eBills are now available. New charges on this bill are due by 5pm, 7/10/12. Any past due charges must be paid immediately.

My Account

Current Account Status

Amount Due: $0.00

Make a Payment  View Account Activity

Statements

eBill Statement

Last bill for Student Account was posted on 6/10/12

Account Type: Student Account
Statement Date: 6/10/12
Bill Amount: $0.00