Creating an Authorized User in the UNC-Chapel Hill Student Account site (Student Use)

1. Visit ConnectCarolina (http://connectcarolina.unc.edu), click Login to Student Center.

2. Log in with your ONYEN and password.

3. Under the Finances section, click on the Pay Bills/Manage Student Finances link.

4. You will be redirected to UNC Chapel Hill Student Accounts site. Please make sure that your pop-up blocked is turned off or disabled.

   **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.

5. Click on the Authorized Users tab. From this page, you can give others (parents, employers, etc.) the ability to access your account information.
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6. You will be presented with an Agreement to Add Authorized User screen. Check the I Agree Box and press Continue. You may also press Print Agreement to for your records.

The authorized user's email address will appear here.

7. The Authorized User will receive TWO emails.

The FIRST email will be an automated message informing the user that a student has granted access to his or her online student account.

The SECOND email will include a temporary password the authorized user will use to log into the new UNC-Chapel Hill Student Account Site. The temporary password must be changed upon logging into the system for the first time.