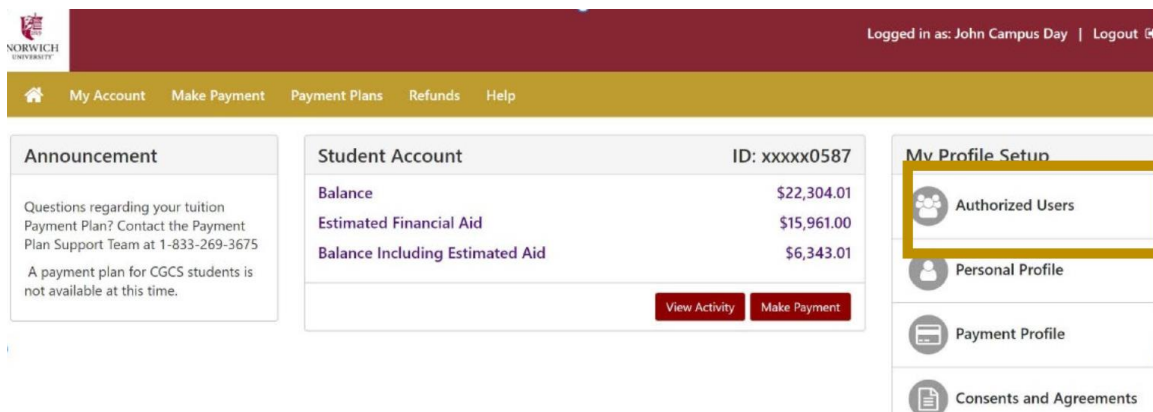


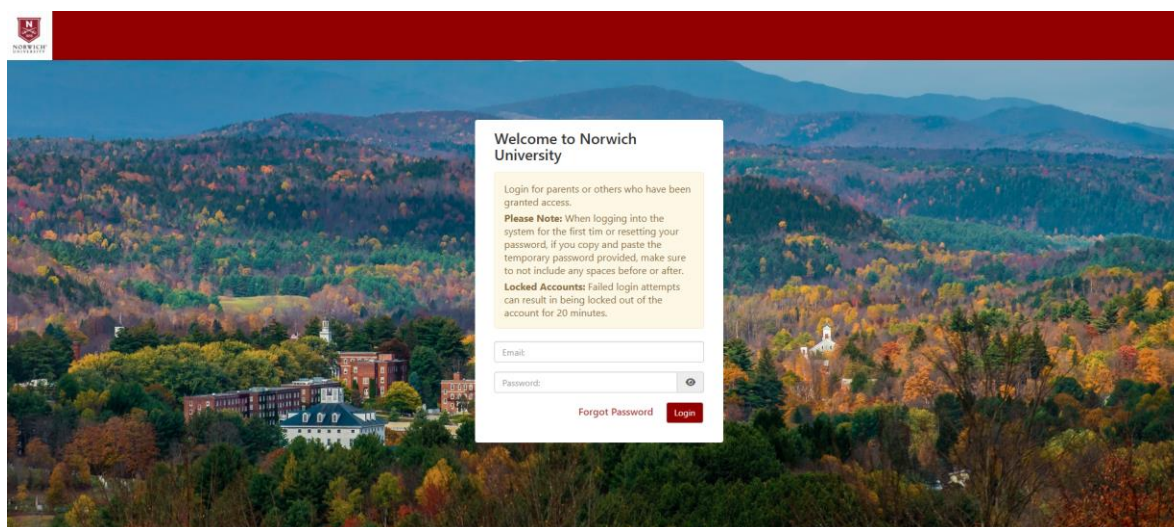
Beginning the login process

The student will grant the authorized user access by clicking “Authorized Users” under the “My Profile Setup” heading



- Type in the email address and select the visibility permissions you want the authorized user to have. Then click “Continue”
- Authorized users will receive an email with a link to access the NU Pay portal where they will set up their password to access the new system. **Make sure to click the hyper-link embedded within the email.**
- Once the authorized user has set their password and logged in, it is recommended to bookmark the tab for future use. This is the link to the login page: [Login Page](#)

The login screen should look like this:



Once the authorized user has logged in, they will have the same access as the student. For further instructions on NU Pay, please see the NU Pay Guide pdf