How to Create an Authorized User

1. Go to https://secure.touchnet.com/C20342_tsa/web/login.jsp
2. Type in your Student ID and PIN. Click on LOGIN.
   
   The Student ID (918) and PIN is the same as your Banner Web Account.

3. Once logged in Click the Authorized Users Tab.

4. Please add the Email address of the person you wish to make an Authorized User. Answer the Questions below and then click Continue.

5. Once you have clicked Continue, then you will have to put a check in the I Agree box on the Agreement to Add Authorized User popup. Then press Continue.

6. Your Authorized user will receive 2 emails. A “You have been given access” email with their username, and a “Your access information” email with their password.