Students can give others (parents, spouse, etc.) the ability to access certain account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student financial records may not be shared with a third party without their written consent. By adding you as an authorized user on my.BoiseState your student has given written consent for you to:

1. View their account information related to payments and charges due, and/or
2. Make payments on their behalf, and/or
3. View and grant electronic access to their 1098T tax information.

Note that an authorized user does NOT have access to a student's academic records or other personal information. This access is also not a Release of Information; if you wish to discuss your student's account with a staff member, either by phone or in person, your student must have a Release of Information form on file granting this access to you.
Once your student gives you access, you will receive an e-mail message. It is the student's responsibility to provide you with the password they set up.

Sign in with the Authorized User ID received in your e-mail and with the password your student has provided you.

**The User Name is case sensitive and must be entered as UPPER-CASE.**
Select the Student Center link

You will receive this message and MUST select OK to receive access to your student's account information.
Account Information

If your student has granted access to Account Inquiry, you can access a summary of account information, a list of charges due, and a payment history.

Summary

You owe 2,187.00. For the breakdown, access Charges Due

- Due Now 2,187.00
- Future Due 0.00

** You have a past due balance of 675.00. **

What I Owe

<table>
<thead>
<tr>
<th>Term</th>
<th>Outstanding Charges &amp; Deposits</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2010</td>
<td>2,187.00</td>
<td>2,187.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,187.00</strong></td>
<td><strong>2,187.00</strong></td>
</tr>
</tbody>
</table>

Currency used is US Dollar.
Charges Due

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Due Amount</th>
<th>Running Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/25/2009</td>
<td>675.00</td>
<td>675.00</td>
</tr>
<tr>
<td>01/14/2010</td>
<td>1,512.00</td>
<td>2,187.00</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

Details by Due Date

Currency used is US Dollar.

Details by Charge

Currency used is US Dollar.
Payment History

<table>
<thead>
<tr>
<th>Date Paid</th>
<th>Payment Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/14/2009</td>
<td>BroncoWeb Credit Card Pay - Ref # 000000346418</td>
<td>$50.00</td>
</tr>
<tr>
<td>12/14/2009</td>
<td>BroncoWeb Credit Card Pay - Ref # 000000346419</td>
<td>$25.00</td>
</tr>
<tr>
<td>12/10/2009</td>
<td>BroncoWeb Credit Card Pay - Ref # 000000346417</td>
<td>$50.00</td>
</tr>
<tr>
<td>12/09/2009</td>
<td>BroncoWeb Credit Card Pay - Ref # 000000346415</td>
<td>$20.00</td>
</tr>
<tr>
<td>11/12/2009</td>
<td>Cash Payment - Ref # 000000346398</td>
<td>$12.95</td>
</tr>
</tbody>
</table>
If your student has granted access to Make a Payment, you can make either Credit Card or Electronic Check payments for your student from the Electronic Payments/Purchases tab. Please note that we will correspond directly with your student (not the authorized user) on any payment issues.

1. Enter the amount you are making the payment for. Click on the “calculate payment total” button. Click on the “Next” button.
2. Select the payment method from the drop down box. Click on the “Next” button.

3. Your payment will be collected through our secure third party payment provider, select “Continue To Make Payment”
4. Complete the form with your payment information. Click on the “Continue” button.

5. Confirm the payment information. If changes need to be made select “Cancel” otherwise click on “Submit.”
6. Print the Confirmation Page for your records.

![Make a Payment](image)

**Payment Result**

- Your payment has been accepted. Print this information for your reference.

**Confirmation Details**

- **Reference Number**: 000000446412
- **Payment Amount**: 30.00
- **Card Number**: 2222
- **Transaction Date**: 07/20/2011
- **Transaction Status**: Successfully Posted

*Currency used is US Dollar.*
Electronic Check Payment
1. Follow steps 1-3 listed above.

2. Complete the form with your payment information. Click on the “Continue” button.
3. To confirm the payment you must read and agree to the terms and conditions.

4. Select “Submit” if your information is correct.
5. Print the Confirmation Page for your records.
1098-T Tax Information

If your student has granted access to 1098-T forms, you can view and print their 1098T Tax form for years that are available. You may also select the "Grant Consent" button to allow for on-line receipt of the 1098T tax form.