1. View and add authorized users by clicking the **Authorized Users** button from the My Account drop-down menu.

![Authorized Users Button](image)

2. Click on the **Add Authorized User** button to add an AU or click the three dots next to existing AUs to edit their information.

![Add Authorized User Form](image)

3. Complete the form and click **Create** to create an authorized user. The AU will receive an email with instructions for accessing the student’s account.

![Add Authorized User Form](image)