



How do I...?

Set up an Authorized User



What is an Authorized User, how and why is it helpful?

If you are a student and have a trusted adult who helps you understand your financial situation while at Benedictine, this is the best way you can give permission to the college's Business Office to communicate directly with this person, whether it's by phone, in person or email. This also gives the Authorized User login credentials to view your student billing account activity. It is NOT a login to RavenZone, only to student billing.

*Click on the link
labeled “RavenZone” in
the upper right corner*

BENEDICTINE COLLEGE: **WHERE GREATNESS BEGINS**










Learn how our mission launches students who are transforming the world through intellectual, personal, and spiritual greatness.



Enter your Benedictine Email as well as your password

The Self-Service Screen will appear. Click on the "Student Finance" tab, which will take you to the Payment Center.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

| | |
|--|---|
|  Student Finance Here you can view your latest statement and make a payment online. |  Financial Aid Here you can access financial aid data, forms, etc. |
|  Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections. |  Course Catalog Here you can view and search the course catalog. |
|  Grades Here you can view your grades by term. |  Graduation Overview Here you can view and submit a graduation application. |
|  Academic Attendance Here you can view your attendances by term. |  National Clearinghouse Here you can view enrollment information, transcripts, loan information held by Clearinghouse. |
|  Financial Management Here you can view the financial health of your cost centers and your projects. | |

Once you are in the "Student Finance" tab, you will have the option to make payments on your account. To do so, click on the "Make a Payment" link on the right-hand side.



| Account Summary | |
|--|--------|
| View a summary of your account | |
| Account Overview | |
| Amount Overdue | \$0.00 |
| Total Amount Due | \$0.00 |
| Total Account Balance | \$0.00 |
| 2022 Fall | \$0.00 |
| 2022 Summer Term | \$0.00 |
| 2022 Spring | \$0.00 |
| 2016 A.R. Data Migration | \$0.00 |

[Make a Payment](#)

[Account Activity](#)

Make a Payment

Use this page to make a payment on your account

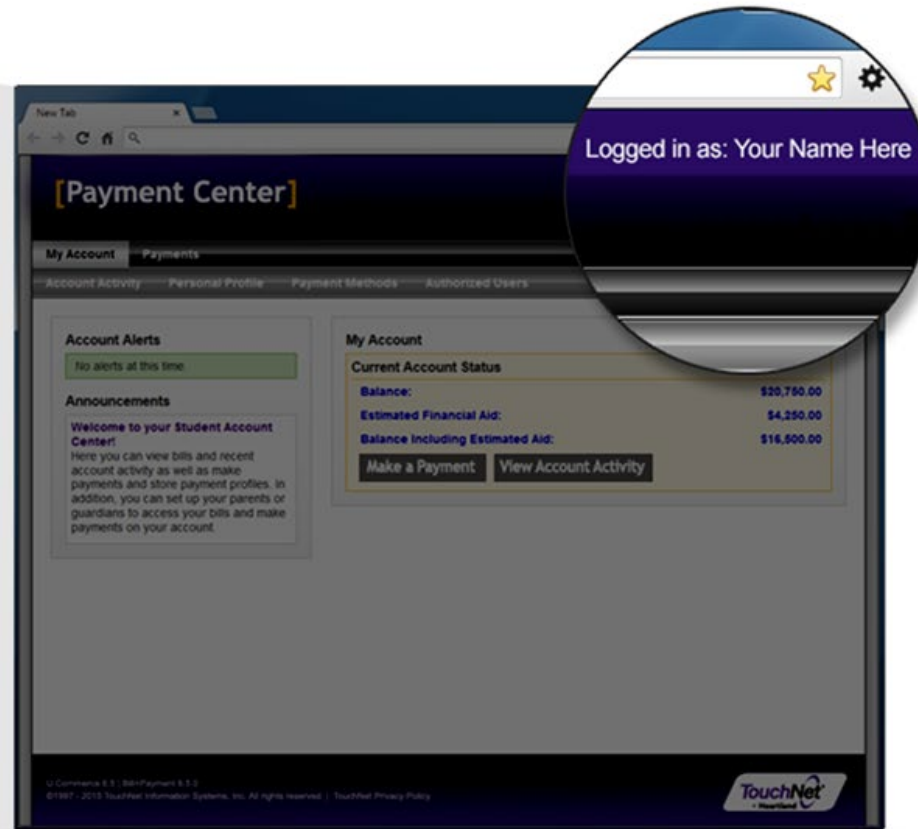
You are moving to the...

Secure Payment Center

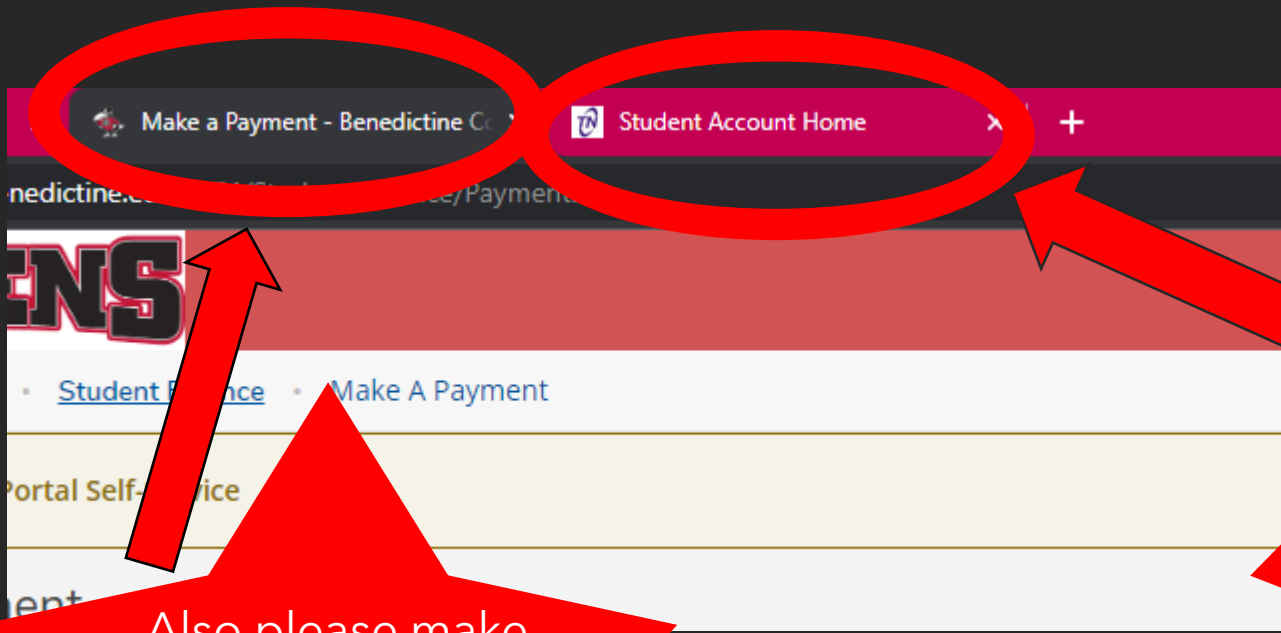
To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

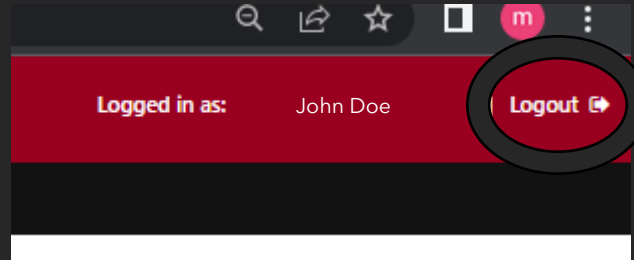


Once you click make a payment, you will be informed of a new Secure Payment Center Page that will be opening up. Click "Continue to Payment Center" to continue.



Once the "Continue to Payment Center" button is clicked on previous screen, a new internet browser tab will be created. -
NOTE- Please make sure that once you are done with your payment in this tab, that you go to upper right-hand corner and log out.

Also please make sure to log out of your "Make a Payment-Benedictine" Tab as well



Click Here

edictine College Student Payment
your current account activity and
can also allow authorized users to
information, make payments, and view
activity.


View Account: Student Account: \$12,985.00 View

Student Account

Balance \$12,985.00


[View Activity](#) [Make Payment](#)

Statements


 Click the button to view your current account balance and details. [View Real Time Statement](#)


Your latest eBill Statement
(10/11/21) Statement : \$12,885.00 [View Statements](#)

My Profile Setup

 [Authorized Users](#)

 [Personal Profile](#)

 [Security Settings](#)

 [Consents and Agree](#)

 [Electronic Refunds](#)

Term Balances

Fall 2021

Authorized Users

Authorized Users

Add Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Select

Email address of the authorized user

XXXX@gmail.com

Would you like to allow this person to view your billing statement and account activity?

Would you like to allow this person to view your payment history and account activity?

Yes

No

Yes

No

Cancel

Continue

Authorized Users

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Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

Yes

No

Would you like to allow this person to view your payment history and account activity?

Yes

No

Click Here



Agreement to Add Authorized User

When in Emulate Student mode, you cannot add an Authorized User.

I hereby authorize **Benedictine College** to grant @gmail.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated 10/28/2021 1:28:37 PM CDT.

For fraud detection purposes, your internet address has been logged:

at 10/28/2021 1:28:37 PM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

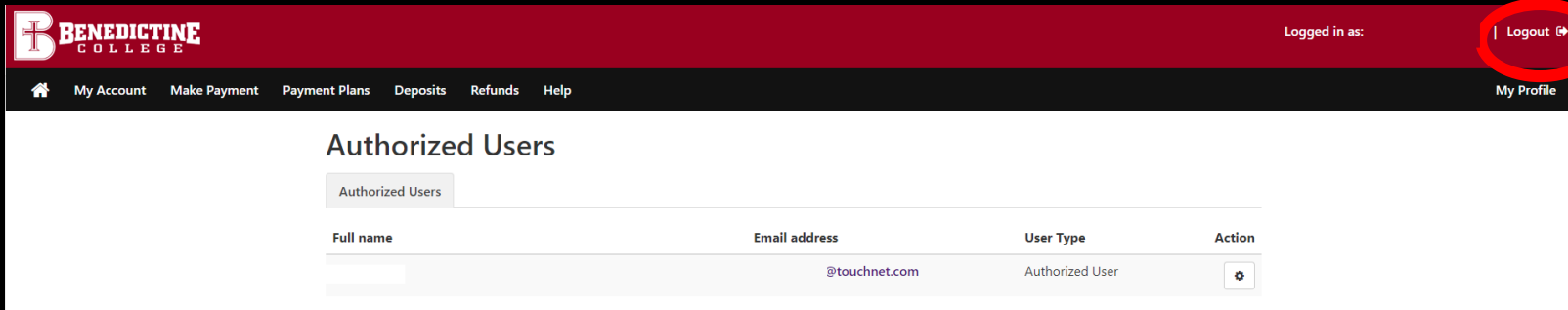
I Agree

This Box will show, click "I Agree"

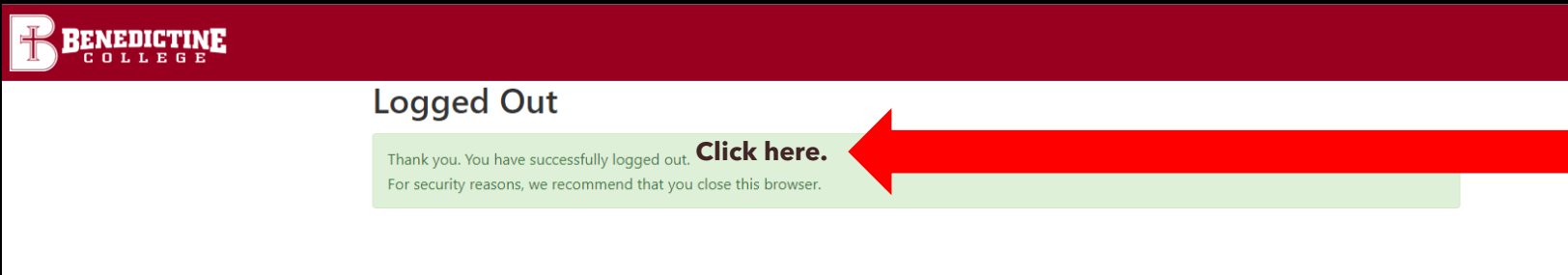
Cancel

After the student completes this step, the Authorized User will receive two emails with login credentials to TouchNet, the college's partner in offering secure online portal for billing and payments.

IMPORTANT RAVENZONE SECURITY TIP!



To fully log out of TouchNet, click the Logout button



On the next screen that pops up you must select "Click Here" to completely logout of TouchNet.

Even after logging out of TouchNet, your RavenZone Self Service browser tab is still logged in and active. You must select the "Make a Payment" tab and select "Sign out" in the upper right-hand corner to fully log out of your RavenZone.

Benedictine College Business Office

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