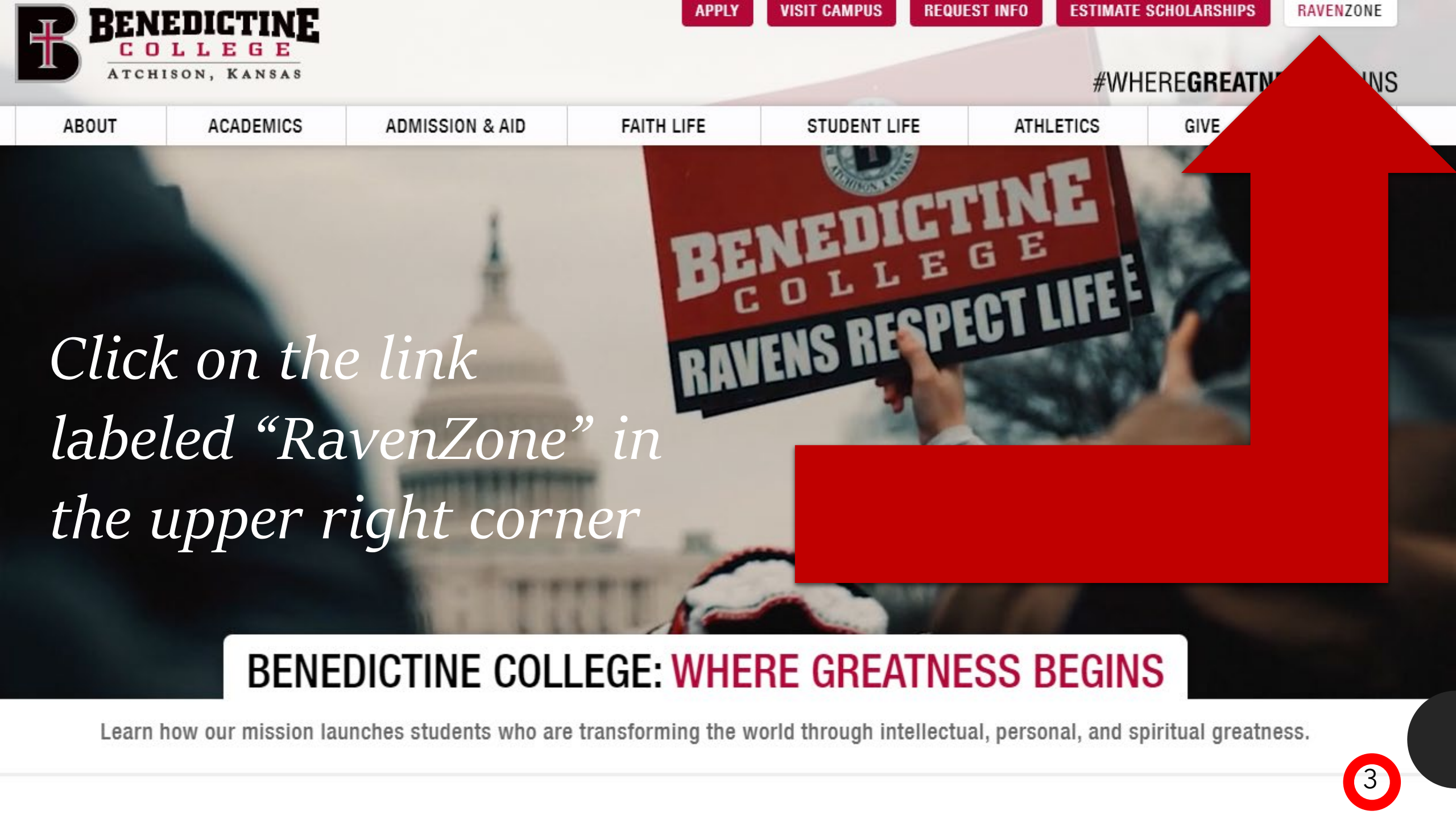
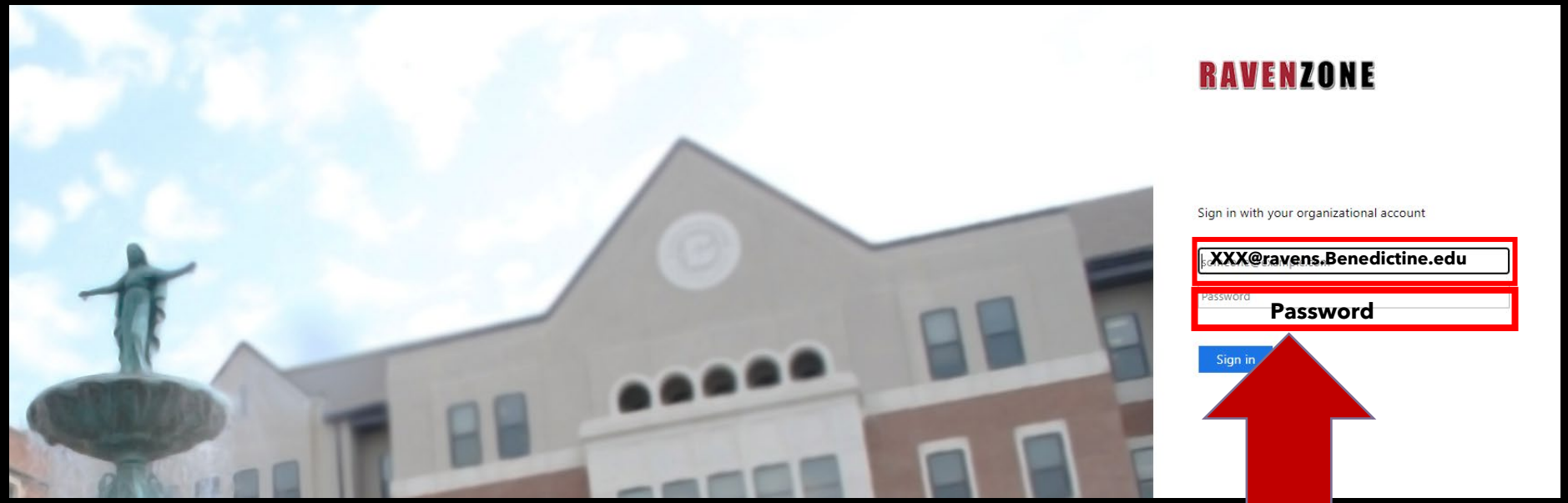
How do I...?

Set up an Authorized User

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

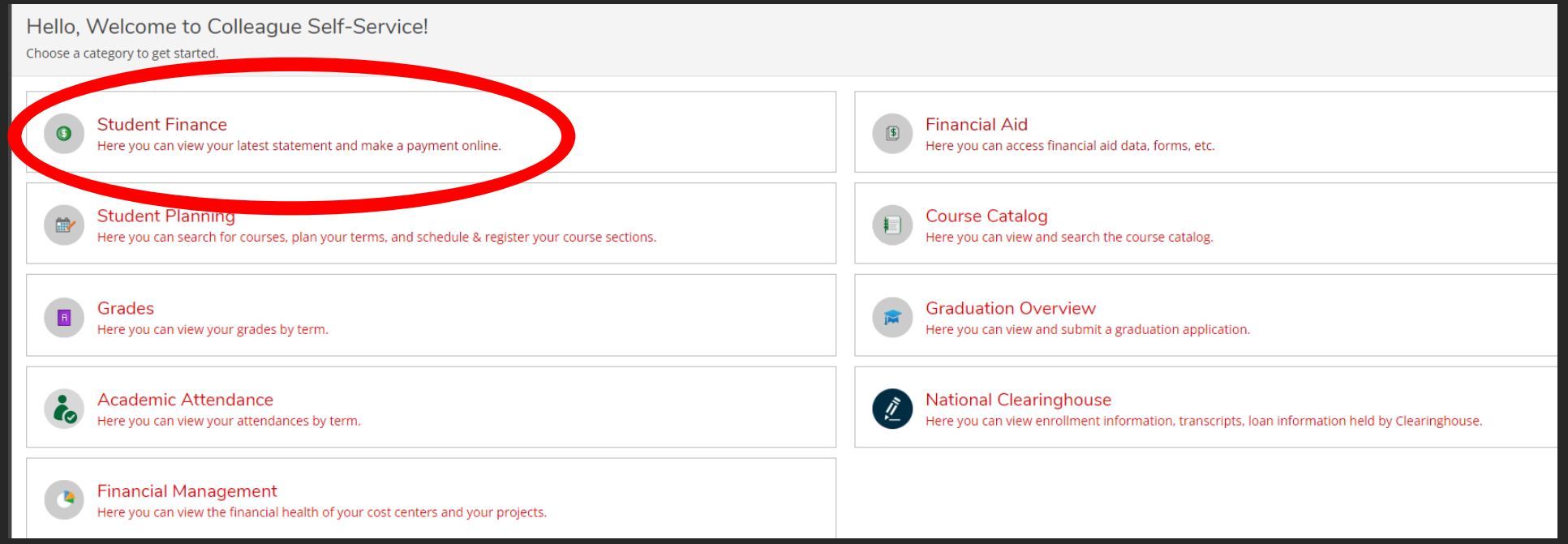
If you are a student and have a trusted adult who helps you understand your financial situation while at Benedictine, this is the best way you can give permission to the college's Business Office to communicate directly with this person, whether it's by phone, in person or email. This also gives the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


BENEDICTINE COLLEGE
ATCHISON, KANSAS
APPLY
VISIT CAMPUS
REQUEST INFO
ESTIMATE SCHOLARSHIPS
RAVENZONE
ABOUT
ACADEMICS
ADMISSION & AID
FAITH LIFE
STUDENT LIFE
ATHLETICS
GIVE
BENEDICTINE COLLEGE
RAVENS RESPECT LIFE
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.

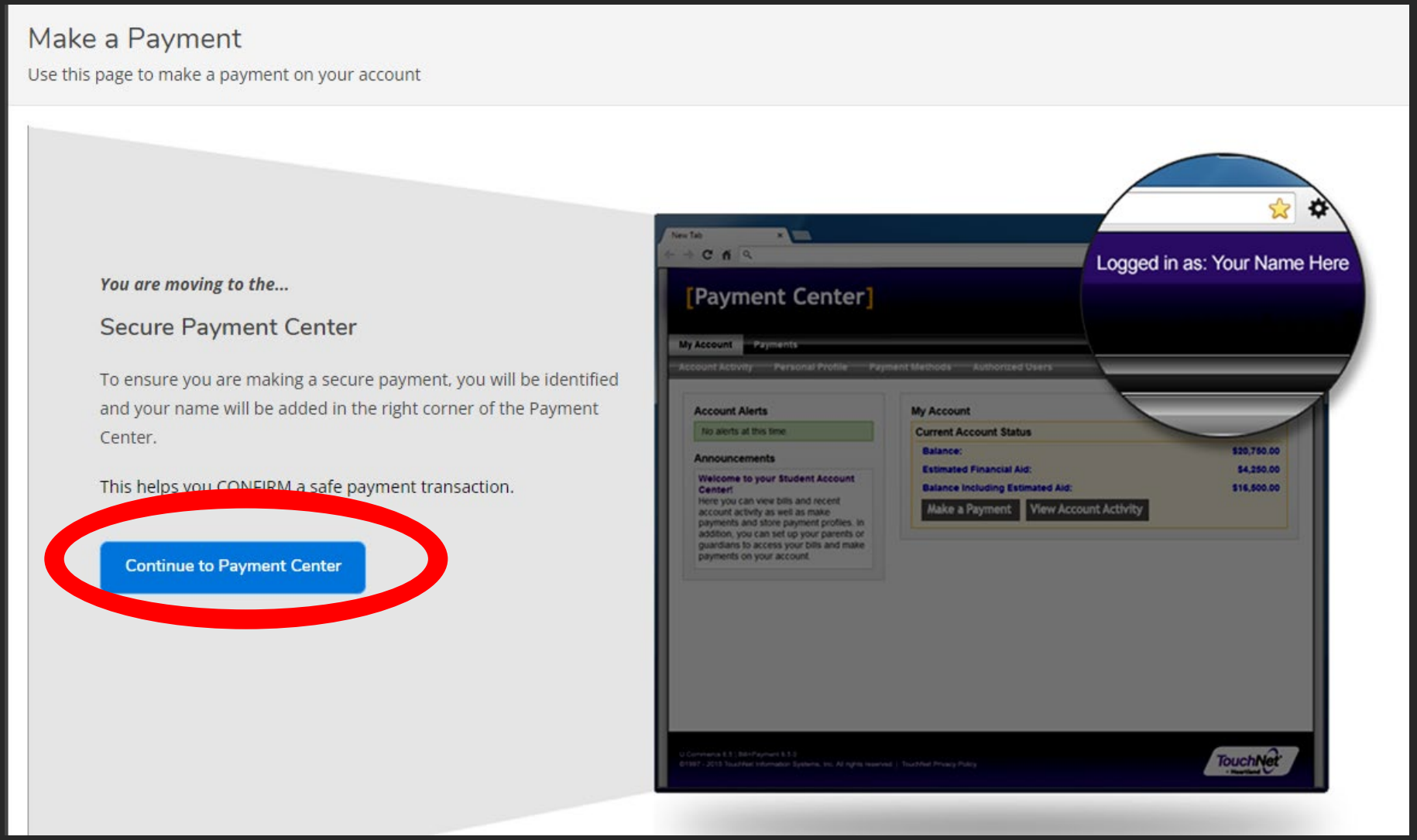


Enter your Benedictine Email as well as your password

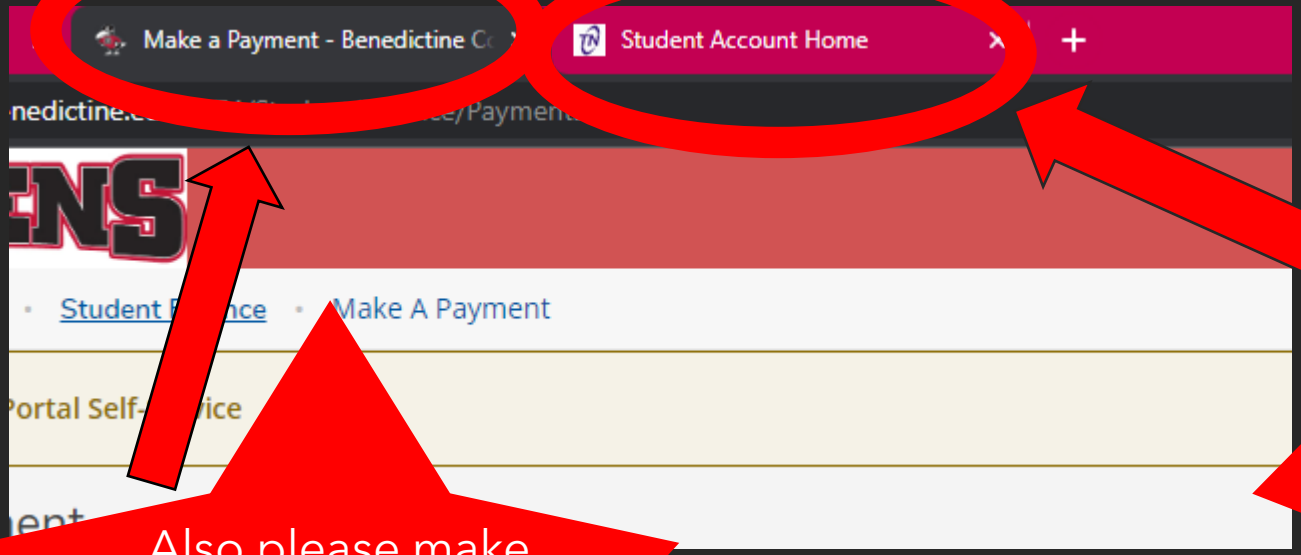
The Self-Service Screen will appear. Click on the “Student Finance” tab, which will take you to the Payment Center.



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.

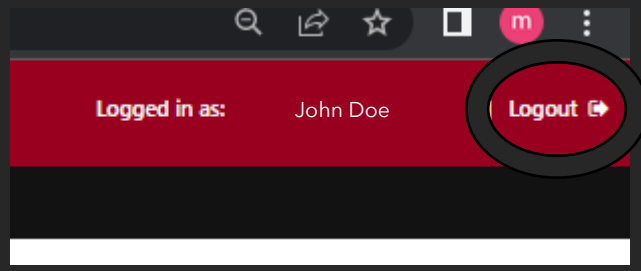


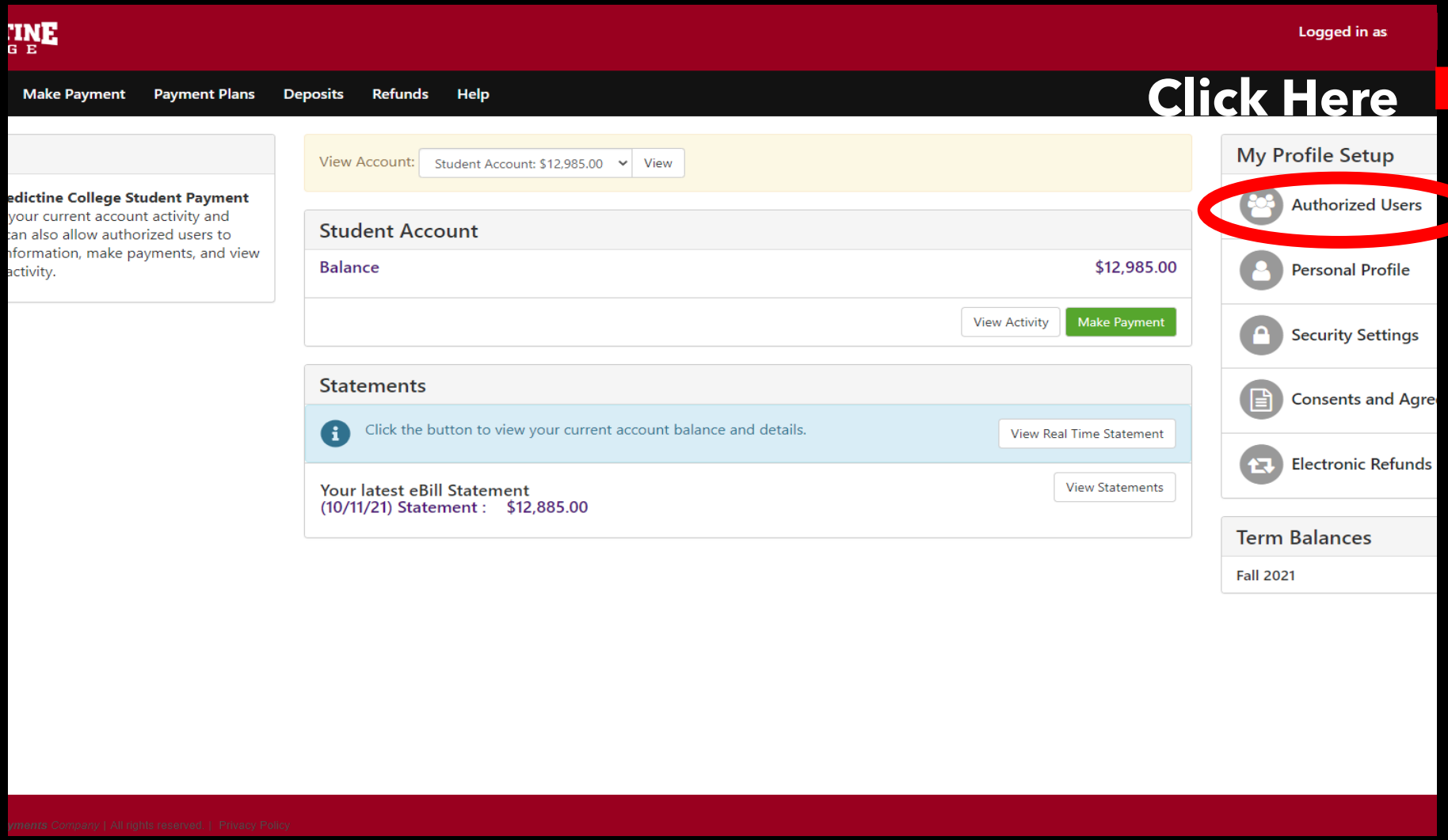
Once you click make a payment, you will be informed of a new Secure Payment Center Page that will be opening up. Click “Continue to Payment Center” to continue.



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

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.




Logged in as
Make Payment
Payment Plans
Deposits
Refunds
Help
Click Here
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your current account activity and
can also allow authorized users to
nformation, 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 Agre
Electronic Refunds
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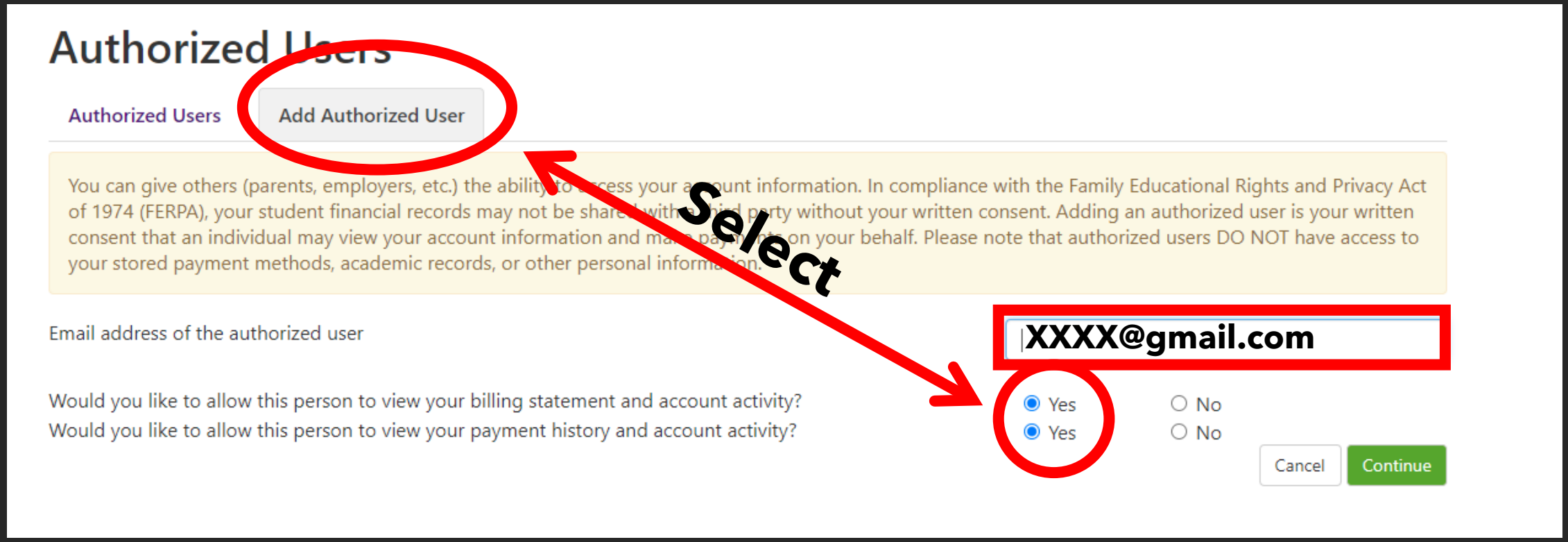

Authorized Users
Authorized Users
Add Authorized User
You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without 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?
Yes
No
Would you like to allow this person to view your payment history and account activity?
Yes
No
Cancel
Continue

Authorized Users

Authorized Users | Add Authorized User

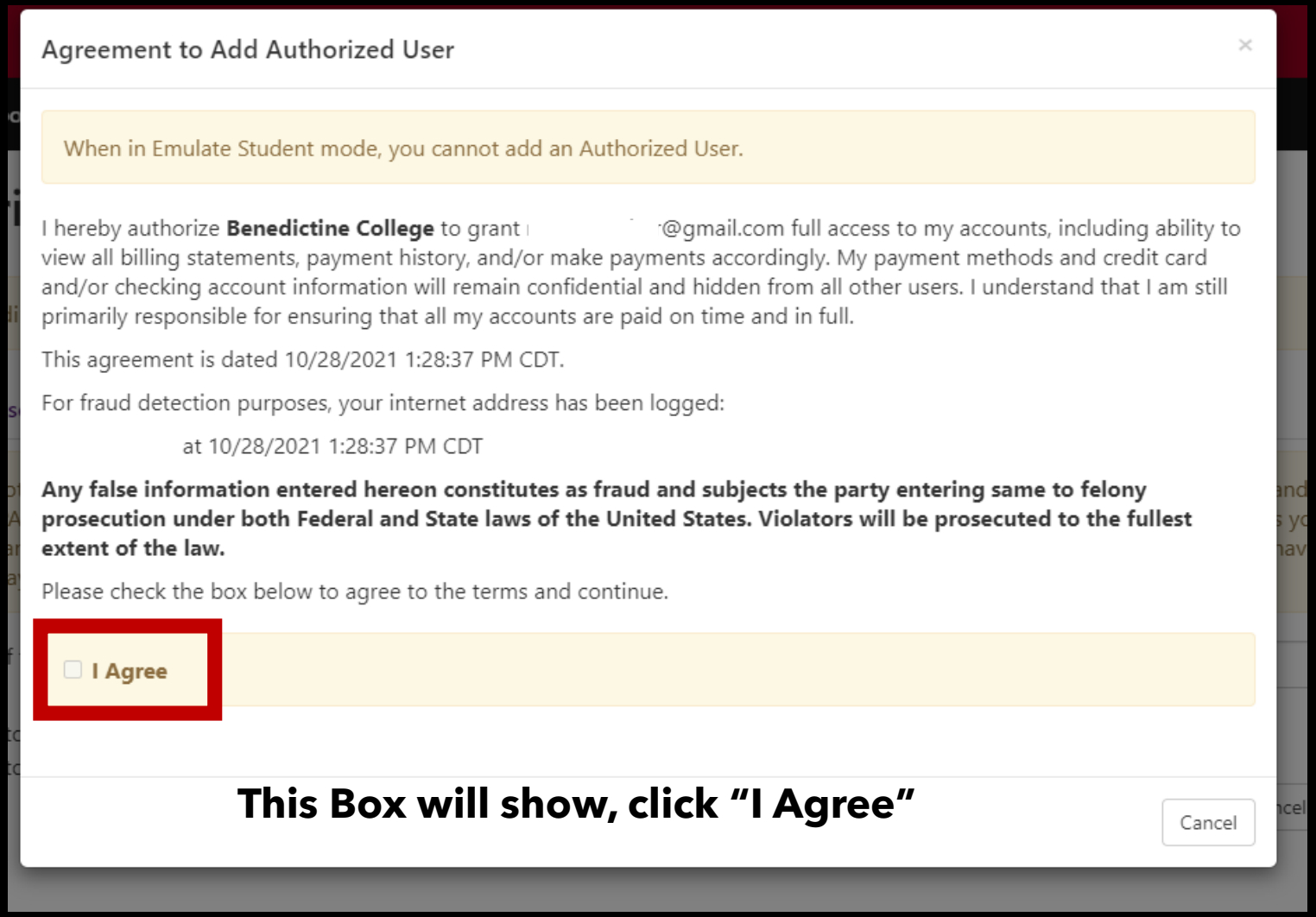
You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user 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.

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

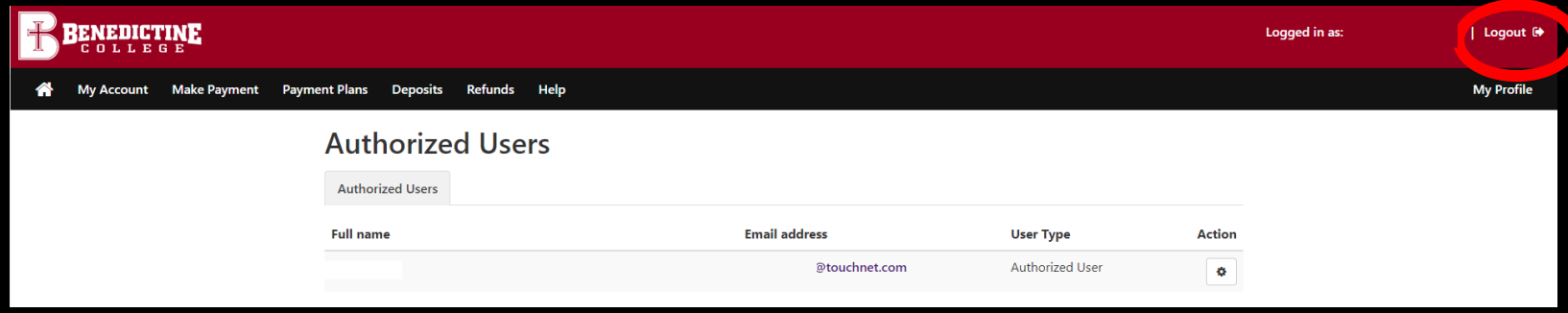
Click Here → Continue



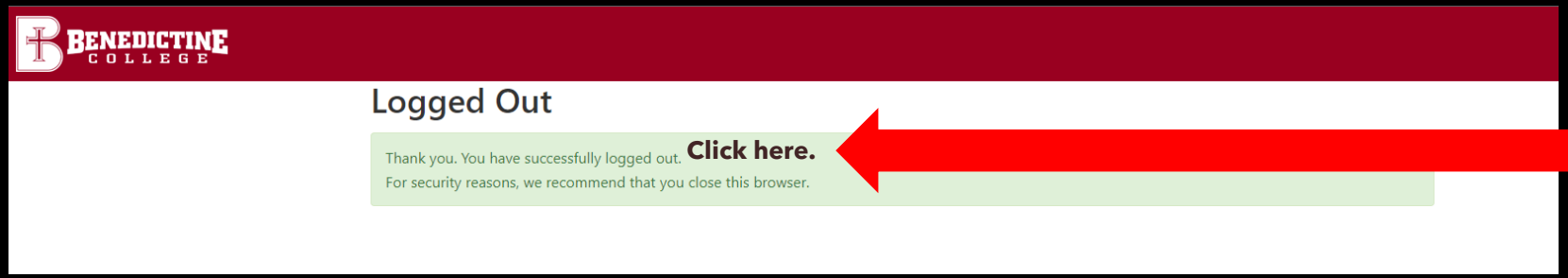
This Box will show, click "I Agree"

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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8:30 a.m.- 4:30 p.m.

bcbusinessoffice@benedictine.edu

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