



*How do I...?*

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**Set up an Authorized User**



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

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**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

# Click Here

## Announcements

## College News

There were no announcements found.

## View and Pay Account

[View and Pay my Account](#)

## Student Support Service

Student Planning, Financial Aid, Request Transcript

## My Classes - Blackboard

Could not retrieve classes from ILP.

There were no classes found.

## Email Messages

## Access Email

[Access your Student Email](#)

## Frequently Used Links

[Blackboard](#)

[Navigate](#)

[Dining Hall Menu](#)

[Endowed Scholarships](#)

[Transferology](#)

[Student Handbook](#)

[College Library](#)

[Virtual Bookstore](#)

[Add Raven Bucks](#)

[Dining Locations](#)

[Work Study Application](#)

[Meal Plan Changes](#)

[College Consortium](#)

[Student Success and Campus Engagement Initiative](#)

## Key Contacts

Benedictine College

(800) 467-5340

Click Here


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

View Account: Student Account: \$12,985.00

### Student Account

Balance \$12,985.00

### Statements

 Click the button to view your current account balance and details.


Your latest eBill Statement  
(10/11/21) Statement : \$12,885.00

### My Profile Setup

 [Authorized Users](#)

 [Personal Profile](#)

 [Security Settings](#)

 [Consents and Agreements](#)

 [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

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

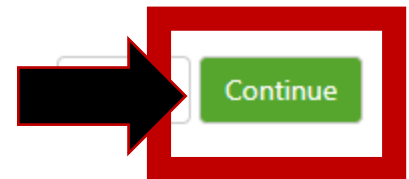
No

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.

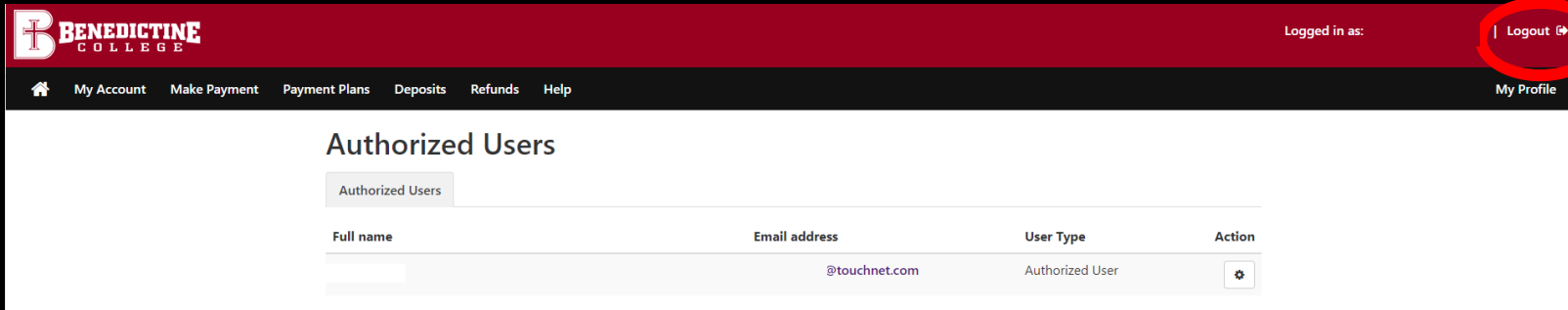
I Agree

**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.

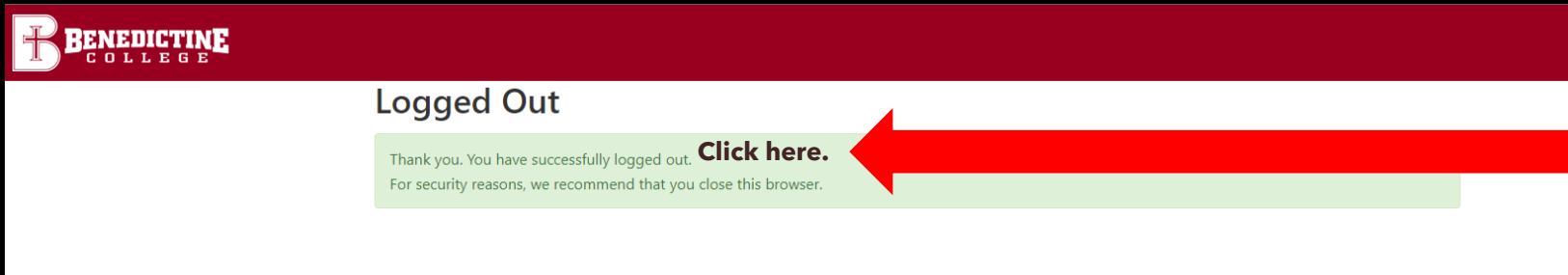
# IMPORTANT RAVENZONE SECURITY TIP!



The screenshot shows the TouchNet interface for Benedictine College. The top navigation bar is dark red with the college logo on the left and 'Logged in as:' followed by a dropdown menu on the right. The dropdown menu is open, and the 'Logout' option is circled in red. Below the navigation bar is a dark grey menu with options: My Account, Make Payment, Payment Plans, Deposits, Refunds, Help, and My Profile. The main content area is white and displays a table titled 'Authorized Users'.

Full name	Email address	User Type	Action
	@touchnet.com	Authorized User	

To fully log out of TouchNet, click the Logout Button



The screenshot shows the TouchNet interface after logging out. The top navigation bar is dark red with the college logo on the left. The main content area is white and displays a message titled 'Logged Out'. The message text is: 'Thank you. You have successfully logged out. **Click here.** For security reasons, we recommend that you close this browser.' The 'Click here.' link is highlighted in green.

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

You must then "Sign Out" of your RavenZone account. This is located in the dropdown under the student name in the upper right hand corner. This will fully log you out of RavenZone.

## **Benedictine College Business Office**

St. Benedict Hall, 3<sup>rd</sup> Floor

Office hours: Monday-Friday:

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

[bcbusinessoffice@benedictine.edu](mailto:bcbusinessoffice@benedictine.edu)

913.360.7403

