SET UP AUTHORIZED USERS

In order for anyone other than you, i.e. parent, guardian, grandparent, friend, etc., to view and/or make payments on your account, you MUST set up an Authorized User. You can set up multiple Authorized Users on your account.

Your Authorized User will receive two email messages containing their user name, the URL link & a temporary password.

The first time your Authorized User logs in, they will be asked to change to a personalized password and complete an Authorized User Profile Setup.

Going forward, your Authorized User can access your account by using the URL link or go to www.carroll.edu—Click on “Parents” - Click on “Pay Bills.”

Return to the Authorized Users screen to add another Authorized User. Multiple Authorized Users can be set up on your account.