



Announcement

Duo text message codes are being phased out starting early next year to better protect Rowan University from scams. We strongly recommend you set up the [Duo Mobile app](#) or a [hardware token](#) now to prepare.

Rowan University

Rowan NetID:

Password:

[Need help?](#) [Don't know your password?](#)

Login



Access the single-sign on URL at <https://go.rowan.edu/PayMyTuition>.



Login with your Rowan NetID and password. Upon login, you will be redirected to the **PayMyTuition** portal.

PAYMENT CENTER STATEMENTS **CREATE PROFILE**

Setup your profile

Once you have setup your profile you will be able to:

- Setup notifications via email or SMS
- Setup payment options and schedule your payments
- Add authorized users to your account
- Manage your refunds and setup auto-deposits

Profile Information

First Name: Jasmine Last Name: Lew
 Student ID: 916337969 Preferred Email Address: lewj|AT|rowan.edu@xetest-test.rowan.edu

Click on the register button below to setup your profile. You will be able to update your information prior to setting up your profile.

REGISTRATION DETAILS

STUDENT INSTRUCTIONS ADD AN AUTHORIZED USER TO YOUR PAYMYTUITION PROFILE

Step 1: Register for an Account with PayMyTuition

➔ Upon redirecting into the PayMyTuition portal, select **CREATE PROFILE** and select the **REGISTER DETAILS** button.

LOGIN/SIGN UP [X]

Log in Sign up

First Name Last Name

Email address Phone Number

Password Confirm password

Yes Do you want to enable 2 factor authentication? OTP expires 3 min after receipt.

How you would like to receive your verification code?

Via Email

CREATE AN ACCOUNT

➔ Complete the **LOGIN/SIGN UP** form requirements and select **CREATE AN ACCOUNT**.

Be on the look for an email from PayMyTuition confirming your profile has been created.

If you previously registered for an account with PayMyTuition, proceed to **Step 2**.



CREATE PROFILE

Step 2: Add an Authorized User

- ✔ Within the PayMyTuition portal, login to your PayMyTuition account.



PAYMENT CENTER



STATEMENTS



MY PROFILE

My profile

Personal details

Notification settings

Alerts and reminders :

Payment notifications :

Default phone number :

Default email address :

- ✔ Select the **MY PROFILE** section and select **Authorize User List** at the bottom of the page. Select **ADD NEW**.

Active Payment Options

Authorize User List

Authorized users list

ADD NEW

Name	Phone Number	Email Address	Status	Action
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No Records Available

ADD AUTHORIZED USER ✕

First Name
First name*

Last Name
Last name*

Email Address
Email address*

Phone Number
Phone number*

Would you like to allow this person to view your payment history and account activity? No

Would you like to allow this authorized user to view all transactions? No

Would you like to allow this authorized user to view your electronic document center? No

CANCEL **ADD**

- ✔ Input the authorized user information. Remember to enable the correct permissions for the authorized user by toggling the security options available.
- ✔ Once the form is complete, select **ADD**. The authorized user will receive an email from PayMyTuition requesting they register as a user.

Active Payment Options | Authorize User List

Authorized users list ADD NEW

Name	Phone Number	Email Address	Status	Action
Jane Doe	0001112234	janedoe123@gmail.co...	Pending	   

- ✔ Students can track the status of their authorized user request, edit authorized user details, delete the authorized user from their account, and resend the email link for registration within their Authorized users list dashboard.



Hello Authorized User,

John Doe has granted you access to their student financial account. Please click on the link below to register your account and establish your personalized login.

[Click here to register your account!](#)

If you have any questions, please contact us directly or your dedicated department at your institution.

Regards,

PayMyTuition Support Team

Email: studentrefunds@paymytuition.com

Toll Free: [+1.855.663.6839](tel:+1.855.663.6839)

Canada Local: [+1.905.305.9053](tel:+1.905.305.9053)

US Local: [+1.201.209.1939](tel:+1.201.209.1939)

AUTHORIZED USER INSTRUCTIONS ACCESSING YOURPAYMYTUITION PROFILE

Step 1: Complete your Account Registration with PayMyTuition

- ✔ Authorized Users will receive an email from PayMyTuition with a request to register for an account. Select the link within the email to complete your account setup.

Login

Email address

Email address*

Password

Password*



[Forgot your password?](#)

LOGIN

Step 2: Access your PayMyTuition Account as an Authorized User

- ✔ To access your PayMyTuition account as an Authorized User, visit <https://payment.paymytuition.com/login>.

Input your email address and password and select **Login** to access your students' Payment Center and view or action on payments.