- 1. Go to go.umkc.edu/Pathway.
- 2. Type in your UMKC SSO ID (this is the part of your UMKC email before the @ symbol) and password and click "Sign In."

Note: If this is the first-time on Pathway, you must E-Consent, by clicking UM E-Consent on the bottom of the left menu. This will log you out and when you re-enter, you will have another menu option, "Self-Service".

UMKC Pathw	Pathway				Q	:	\oslash
	Manage Classes	Academic Records	Academic Progress	Personal Information			
	Financial Account	Financial Aid	Secure Document Upload	Notifications			

3. Click on Financial Account. Click on the Log Into TouchNet link in the middle of the page that appears. Note: Pop-up Blockers must be disabled at this step.



4. You will be directed to a UM System site and will need to re-enter your UMKC SSO ID and password in order to authenticate in to the TouchNet system.

Setting Up Authorized Users in TouchNet for Financial Access



5. Once authenticated, the TouchNet site will appear. Click on Authorized Users on the right side menu.

Logged in as: Sara Hampton Logout &					
A My Account Make Payment Refunds Help					
Announcement	View Account:		Tuition Protection Purchase		
Welcome to Touchnet, UMKC's One Stop Shop for all	Balance	\$6.99	You still have time to add tuition protection! Get reimbursed for non-refundable tuition and on/off-campus		
Please note that the Balance listed on this screen is the current total amount due for all charges currently on		View Activity Make Payment	housing expenses, receive protection for other school expenses and more.		
the student account and may include financial aid for the current term that is NOT able to pay for a previous	Statements		Add Now		
term balance. Please view the balance breakdown on the right of this screen in order to see if you have a	Your latest eBill Statement (10/18/21) Statement: \$1.99 View Statement	View Statements	Contact us today for questions 877-794-6603		
In order to view your minimum payment, please click on		view Statements	My Profile Setup		
your most recent billing statement. If no statement is showing on the Welcome Screen and you do not have a copy of your most recent billing statement, please contact the Cashiers Office at 816-235-1365 in order to find out your minimum promote amount.		-	Authorized Users		
Credit and debit card payments are processed by a third party, which collects a service charge for			Personal Profile		
each transaction and are not refundable. Echeck payments have no service fee. Please note that e-check and credit or debit card payments cannot be canceled by the university			Payment Profile		
once they are submitted. Please make sure the amount is correct and you are using the correct account info before submitting the payment.			Security Settings		
returned check fee will apply to the student account.			Consents and Agreements		

Setting Up Authorized Users in TouchNet for Financial Access

6. Click the second tab, Add Authorized User, select your access levels and click Continue.

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 aut	horized user						
Would you like to allow Would you like to allow Would you like to allow	this person to view your bi this person to view your 10 this person to view your pa	ling statement and account activity? 98-T tax statement? syment history and account activity?		YesYesYes	NoNoNo	Cancel	Continue

- 7. An Agreement to Add Authorized User will appear. Click the box next to I Agree and then click Continue. This agreement will be available within TouchNet for you to view at a later date as well.
- 8. An email will automatically be sent to both the student email address and to the Authorized User. Please note that if the Authorized User is already in the TouchNet system for another student, they will NOT need to set up a new password. They can use their previously set up credentials in order to access multiple student accounts.
- 9. Your newly set up Authorized User will appear in the Authorized Users tab. You can click on the gear to the right of the Authorized User name in order to edit, delete, or view the authorization details.

Authorized Users

 Thank you. We have sent an e-mail notification to this person (Note: Authorized users have their own login ID's and passwords) 					
Authorized Users	Add Authorized User				
Full name	Email address	Action			
Test Payer	cashiers@umkc.edu	•			