Making Payments in SIS & Establishing Authorized User Access

**Current Students: Making a Payment In SIS**

**Step 1:**
Sign into the Student information System (SIS)
Using your JHED ID and password.

**Note:** If you first see an Announcement Page, simply click on Continue to SIS to view your billing page.

**Step 2:**
Locate the Billing tab on the left side of the screen, and click the drop down arrow to reveal billing options; click on Summary.
Step 3:
Available payment options are located within the Payment Methods box. Click on your selection to begin the payment process or obtain necessary payment information.

Note: For more information about a payment type, click the Info button to the right of the payment method.
Current Students: Setting Up Authorized User (AU) Access

**Step 1:**
Sign into the *Student information System (SIS)*
Using your JHED ID and password.

**Note:** If you first see an *Announcement Page*, simply click on *Continue to SIS* to view your billing page.

**Step 2:**
Locate the *Billing* tab on the left side of the screen, and click the drop down arrow to reveal billing options; click on *Summary.*
Step 3:
Locate and click on the Authorized Users link within the Actions box.

Step 4:
To set up an Authorized User(s), click Add New.

Step 5:
Enter the First and Last name of the person to whom you will grant access, as well as their email address. Additionally, under Access Level, select the topics you want your AU to view.

Click Add to complete the process or Back to return to the previous page.

This cannot be a JHU email; personal email is recommended.

You have no authorized users defined.

Last Updated 10.2022
Step 6:
Once you click **Add**, a pop up appears asking you to please confirm the request.

Click **OK** to proceed, or **Cancel** to return to the **Add/Update Authorized Users** screen.

**Confirmation:**
Once you have successfully added your AU, you should then see them listed in SIS under:
*Billing-*>Authorized users

You may delete or edit an AU on this screen, too.

Your AU will receive an email with login instructions. If they require assistance, please refer them to **Login Assistance for Authorized Users**.
<table>
<thead>
<tr>
<th>Questions or Help?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Login</td>
</tr>
<tr>
<td>Login Assistance for Authorized Users</td>
</tr>
<tr>
<td>Browser Requirements</td>
</tr>
<tr>
<td>Get Related Technical Assistance</td>
</tr>
<tr>
<td>Contact SEAM</td>
</tr>
</tbody>
</table>