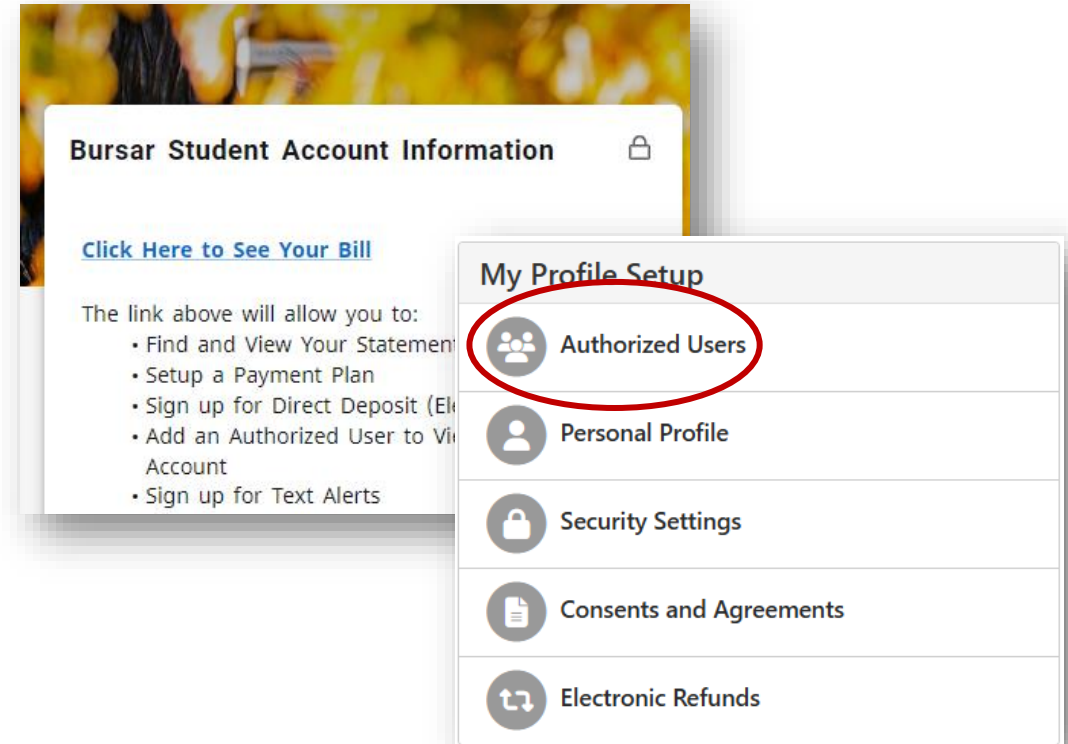


ADDING AUTHORIZED USERS (PARENTS / GUARDIANS)

Authorized User Set-Up

- [GoPFW](#) (Link)
 - Setting Up Authorized User in GoPFW, allows your parent/guardian the option to log into your account and pay your bills
 1. Navigate to your Billing Student Account Information card
 - Click to view your bill
 2. Once on the Bursar home page, on the righthand side, select “Authorized Users”
 3. Select the “Add Authorized User” tab
 - Add your authorized user’s email address in the text box and select “Continue” (*seen on next slide*)
 - Read through the agreement thoroughly and select “I agree”
 - Your authorized user will receive 2 emails with instructions on how to access their authorized user account (*seen on next few slides*)



PFW IT Services

- ❖ Phone: 260-481-6030
 - ❖ Email: helpdesk@pfw.edu
 - ❖ Ticket Service: [Submit a Ticket](#)
- ### Collegiate Connection
- ❖ Phone: 260-481-0748

PFW IT Services

- ❖ **If you have ANY issues or if you are missing your Bursar, Student To-Do List, Account Information, or Academic Support Cards contact PFW IT Services, you will need your 900#**



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FORT WAYNE

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.

Email address of the authorized user

parentemail@example.com

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 1098-T tax statement?

☒ Yes

☐ No

Would you like to allow this person to view your payment history and account activity?

☒ Yes

☐ No

Would you like to allow this person to receive your payment plan communications?

☒ Yes

☐ No

[Cancel](#)

[Continue](#)

Agreement to Add Authorized User

I hereby authorize **Purdue University Fort Wayne** to grant parentemail@example.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.

Access to my accounts also includes the ability to :

- View my 1098-T tax statement
- Receive my payment plan communications

This agreement is dated 21-Oct-2025 3:06:07 PM EDT.

For fraud detection purposes, your internet address has been logged:

192.5.48.33 at 21-Oct-2025 3:06:07 PM EDT

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

Cancel

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PURDUE UNIVERSITY FORT WAYNE

Hello and welcome!

You have been granted online access to view billing information for the following account(s).

You can now make payments on behalf of this student, schedule, automate future payments, and more.

To access the student's account, please log in using the site and username shown below. For security, we are sending the initial password for this account in a separate message.

Access Information

Student Name:

Username:

For Authorized User login, please go to: https://tweb1.pfw.edu/C20091_tsa/web/login.jsp

Do not respond to ebill@pfw.edu; send inquiries to bursar@pfw.edu.

Sincerely,
Your Purdue

**PURDUE UNIVERSITY
FORT WAYNE**

Kettler Hall
o: 260-481-6824

Hello and welcome!

The student listed below has granted you online access to his or her billing information.

You can now make, schedule, and automate payments on behalf of this student.

Please log in using the password shown below. For security, the other login information for this account is sent in a separate message.

Purdue Fort Wayne has contracted with TouchNet PayPath, a third party company that processes credit and debit card payments. This allows students to pay tuition, fees, fines and other student account charges, conveniently, online with a credit or debit card. Effective with the Summer 2018 semester, students who use a credit or debit card to pay tuition, fees, fines and other student account expenses will be charged a 2.85 percent processing fee (minimum of \$3.00) by TouchNet PayPath.

You can avoid paying the convenience fee by paying online with an e-check, which is an electronic debit to your checking or savings account. This payment can be made over the Internet through go.pfw.edu. To avoid the convenience fee, choose the electronic check option.

You also can avoid the convenience fee by mailing a check, money order or delivering a check, money order or cash to the Bursar's Office. Always include your student ID number on the check.

Access Information

Student Name:

Temporary Password:

Please Access go.pfw.edu

For general information, please visit our website at pfw.edu/bursar or call 260-481-6824.

For Authorized User login, please go to: https://tweb1.pfw.edu/C20091_tsa/web/login.jsp

Do not respond to ebill@pfw.edu; send inquires to bursar@pfw.edu.

Sincerely,
Your Purdue Fort Wayne Bursar's Office

Kettler Hall, Room G57 | 2101 E. Coliseum Blvd. | Fort Wayne, IN, 46805-1499
o: 260-481-6824 | f: 260-481-5495 | e: bursar@pfw.edu | pfw.edu/bursar

Authorized User Set-Up

- [GoPFW](#) (*Link*)
 - Setting Up Authorized User (*continued...*)
 - **Good Things to Remember:**
 - Temporary passwords are only available for 24 hours after you receive them & are case sensitive
 - If you are using the same device that you received the email on, you can copy/paste it into the textbox when setting up your password.
 - If you are ever locked out of your account, or your password expires, please reach out to the Bursar's Office
 - Now that you are an authorized user, you will be in compliance with FERPA. You will be able to speak with our office about your student's billing information
 - You are granted access to:
 - Viewing your student's balance
 - Paying your student's bill online with card* or electronic check.
 - 1098-T tax forms

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Collegiate Connection

- ❖ Phone: 260-481-0748

Bursar

- ❖ Phone: 260-481-6824
- ❖ Email: bursar@pfw.edu



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PFW IT Services

- ❖ **If you have ANY issues or if you are missing your Bursar, Student To-Do List, Account Information, or Academic Support Cards contact PFW IT Services, you will need your 900#**