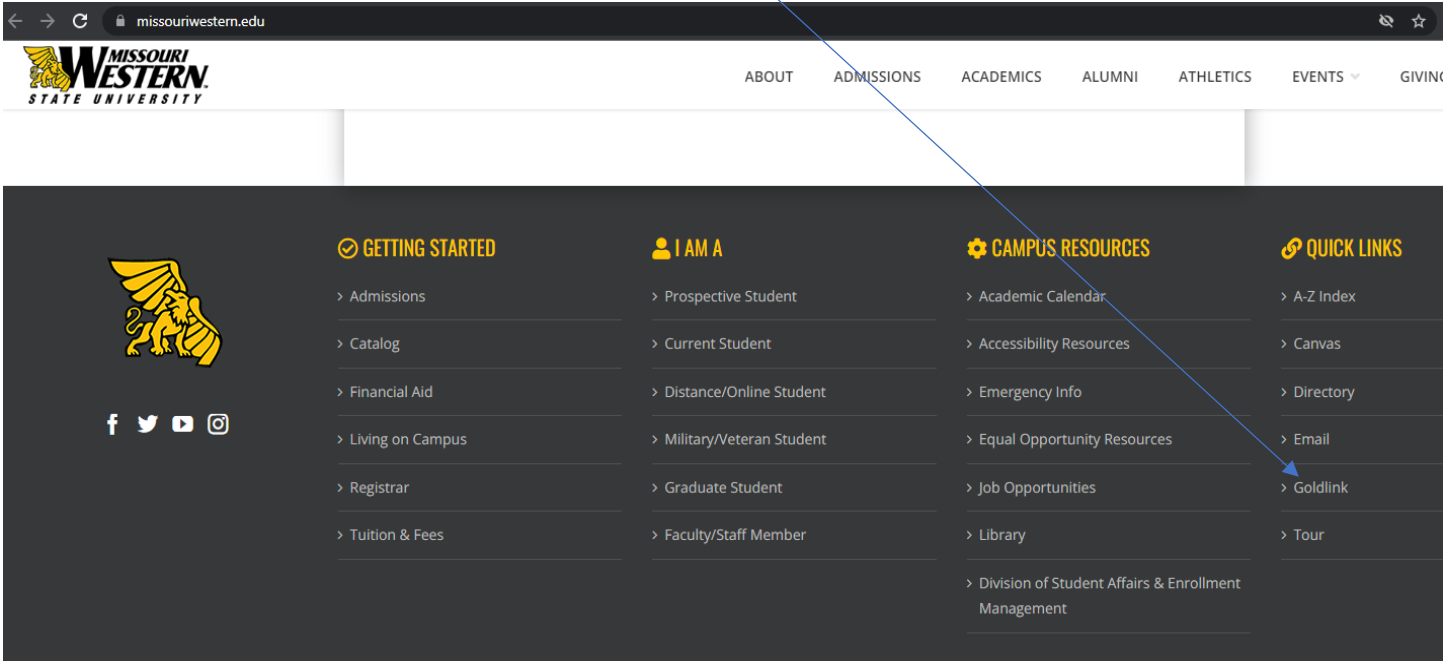


## HOW TO SET UP AN AUTHORIZED USER:

- Go to [missouriwestern.edu](http://missouriwestern.edu) and click **Goldlink** at the very bottom under quick links.



- Log into your Goldlink Account.



**Username**

**Password**

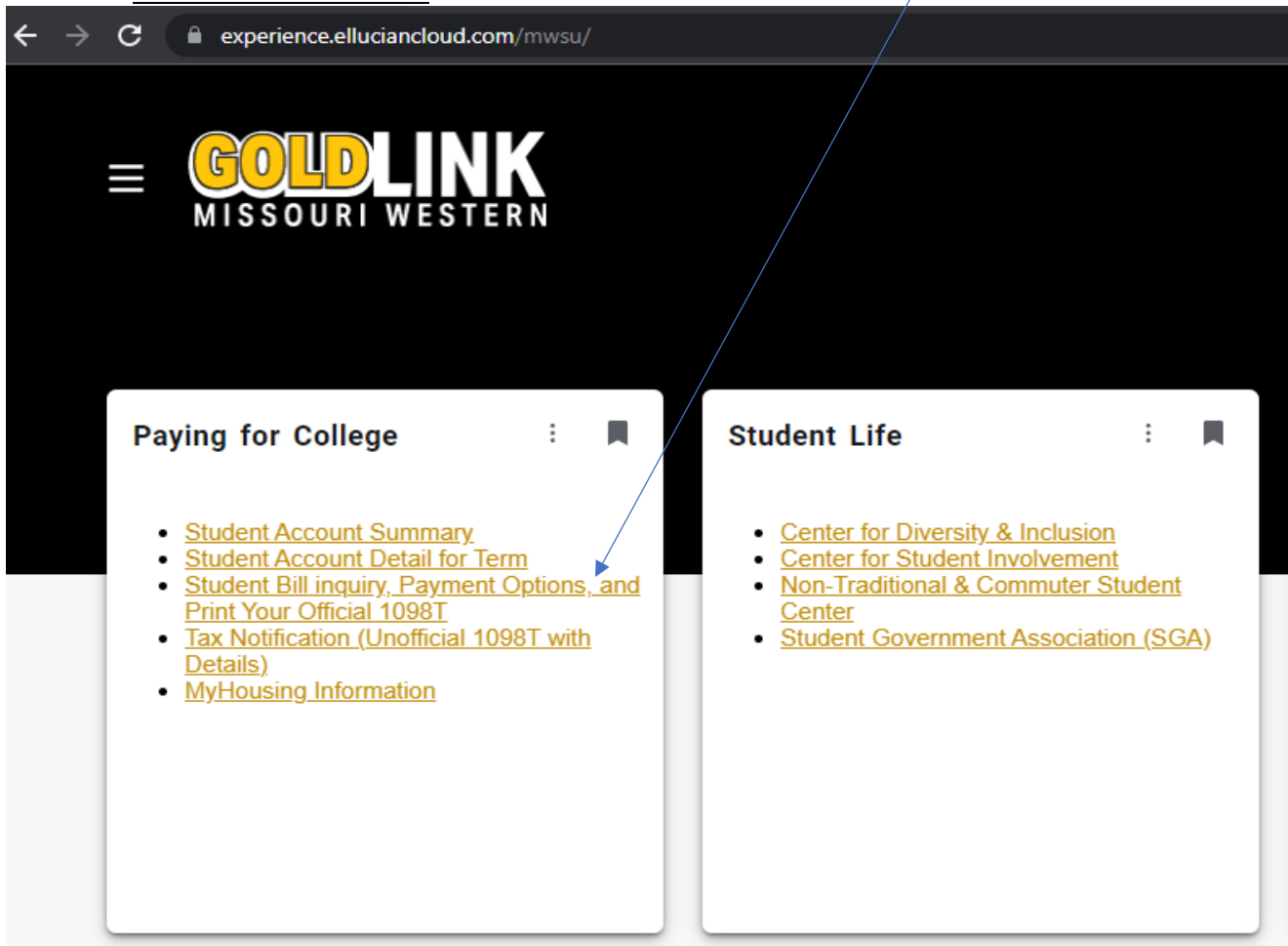
[> Forgot My Password](#)

[> Change Password](#)

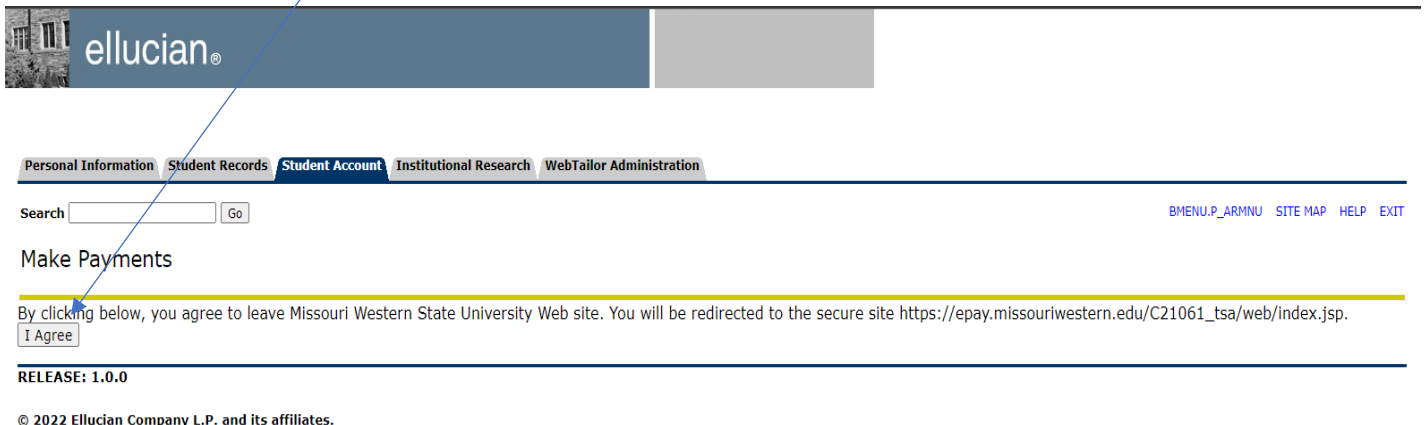
[> Activate account](#)

Having problems logging in?  
Contact the Help Desk at [\(816\) 271-4555](tel:816-271-4555).

- Look for the “Paying for College” card and select “[Student Bill inquiry, payment options, and Print Your Official 1098T](#)”



- Select “I Agree”



RELEASE: 1.0.0

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- Under **My Profile setup** click “Authorized Users”

**Announcement**

You can now opt to receive automatic text messages when we send you a new bill, confirm a payment received online or remind you of a pending payment that is due. To opt in click on Notifications under My Profile Setup.

To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

You have a late installment payment that needs to be paid immediately. [View Plan](#)

**Student Account** ID: xxxxx2449

**Balance** \$842.96

[View Activity](#) [Make Payment](#)

**Payment Plans**

Summer 2022 \$842.96

Description	Due Date	Amount	Action
Installment 1 of 3	5/20/22	\$280.99	
Installment 2 of 3	6/20/22	\$280.99	

**My Profile Setup**

- Authorized Users**
- Personal Profile
- Payment Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds

**Term Balances**

Summer 2022 Covered by plan

- Under **Authorized Users** select “Add Authorized User” and type in the email of the person you would like to add. Make sure to select Yes or No on what this person can view.
- Type in the desired email address and click **Continue**.

## 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

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

Cancel

Continue

- After click continue a widow will pop up with the agreement. Please read through the agreement and select “I Agree” and then click **Continue**.

**Agreement to Add Authorized User**

I hereby authorize **Missouri Western State University** to grant businessoffice@missouriwestern.edu 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

This agreement is dated 27-May-2022 11:04:14 AM CDT.

For fraud detection purposes, your internet address has been logged:  
150.200.33.168 at 27-May-2022 11:04:14 AM CDT

**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** **Print Agreement** **Continue**

- You will receive this message at the top after clicking continue.

## Authorized Users

Thank you. We have sent an e-mail to businessoffice@missouriwestern.edu with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.

Authorized Users

[Add Authorized User](#)

Full name	Email address	Action
	businessoffice@missouriwestern.edu	



- After clicking the link, It will pop up with a login screen where you will enter the provided username and password.

## Welcome

Login for parents or others who have been granted access.

[Forgot Password](#)

[Login](#)

- After logging in you will enter in your first and last name and create a new password and then click **Continue**.

## Authorized User Profile Setup

\* Indicates required fields

\* Full name

Password must be a minimum 7 characters and must contain at least one number or special character.

\* Enter your new password

\* Confirm your new password

[Cancel](#)

[Continue](#)

- After clicking continue, you will be on the account setting screen. You are now set up as an authorized user. To view the student account just click the **Home** button in the top left corner.

## My Profile

Personal Profile

Payment Profile

Security Settings

\*Full name

Business

Office

Edit

Login ID | Email address

BUSINESSOFFICE@MISSOURIWESTERN.EDU

Edit

Password

Edit

If you choose to enter a secondary email address, emails generated by this system will be sent to both addresses.

Secondary email address:

Edit

To get text messages about selected account events, enter your mobile phone number and carrier.

Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.

**Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.**

Mobile Number

Edit

Send me additional text message notifications about my account events (such as new bills or upcoming payments)