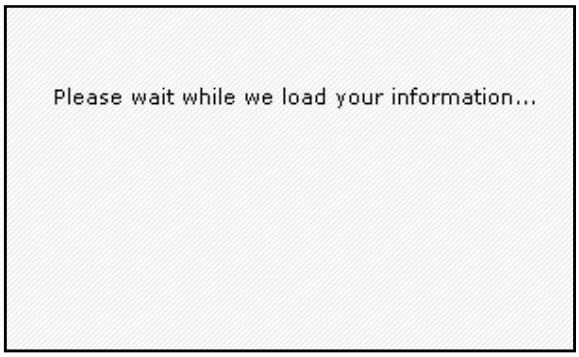
TouchNet is the bill paying site for Le Moyne College. Students access TouchNet by logging into Webadvisor. The parents, however, don't have usernames and passwords for webadvisor. The only way for a parent to see the students account information is if the student makes them an authorized user on their TouchNet account. Then the parent will be able to log in directly to TouchNet.

Step 1: Go to webadvisor.lemoyne.edu. Click on the **Log In** tab at the top. Have the student log in with their username and password. Then click on the **Students** button to bring you to the Students Menu.

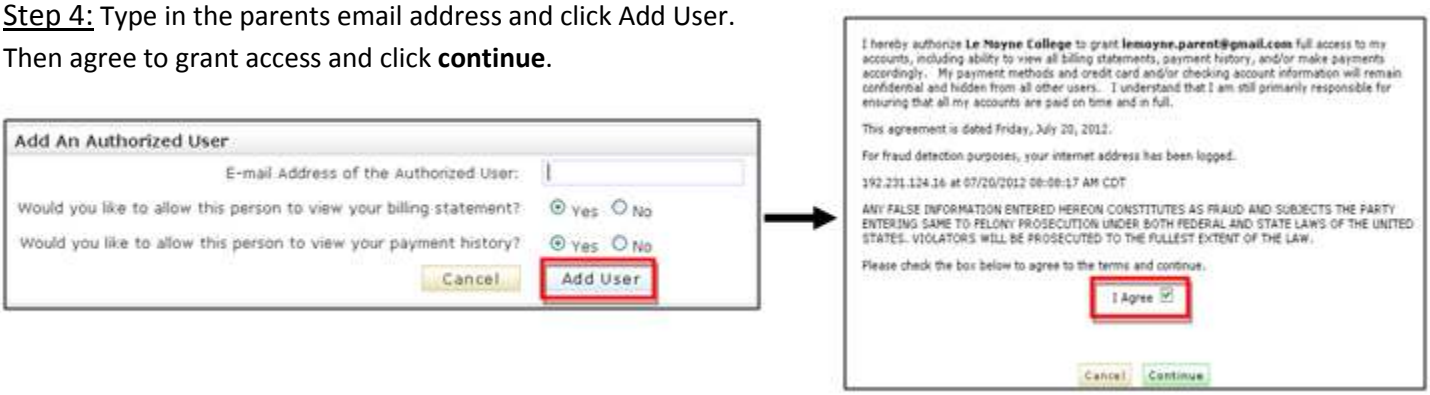
Step 2: Click on **Student Account Information**, then **Go to the Student Account Suite**.



Now the student is automatically being logged into TouchNet without needing there University ID or Pin number.

Step 3: Once in TouchNet, Click on **Authorized Users** at the top of the page. Then click **Add an Authorized User**.

Step 4: Type in the parents email address and click Add User.
Then agree to grant access and click **continue**.



Now these two emails have just been sent to the parents email account (You might have to check your spam folder):

Email 1: You have been given access…

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. You will log in with the username shown below. For security, the initial password for this account is sent in a separate message.

======= ACCESS INFORMATION =======
Student Name --- [Student A Example]
Username --- [lemoyne.parent@gmail.com]
==========

Log in to TouchNet to view your student's account activity and recent bills and to make payments:
https://secure.touchnet.com/C20953_tsa/web/login.jsp

Your username for TouchNet (email address)

Link to TouchNet login page

Email 2: Your access information

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. For your first login, you will use the password shown below. For security, your username for this account is sent in a separate message.

======= ACCESS INFORMATION =======
Student Name --- [Student A Example]
Password --- [abcdefg]
==========

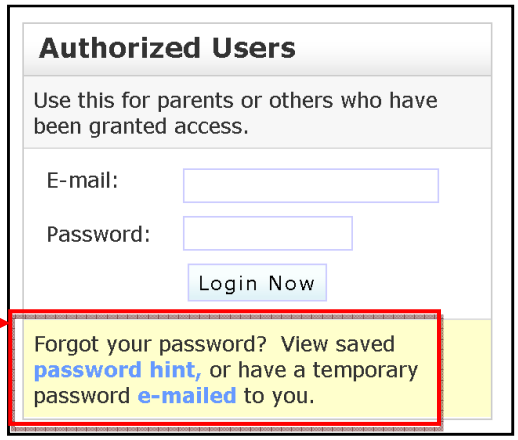
Log in to WebAdvisor to view you account activity and recent bills and to make payments:
http://webadvisor.lemoyne.edu

Your generated password

Step 5: Click the link to the TouchNet login page (We recommend bookmarking the page so you don't need to access the email everytime you want to go to TouchNet). Then be sure to log in to the **Authorized Users** section of the page with your email and your

Step 6: When you log in the first time it will have you change your password and set up a password hint. Click continue and you will be all set to view your son or daughters account information.

Trouble Logging In?



Make sure the parent is logging into the **Authorized Users** section on the TouchNet site: s**ecure.touchnet.com/C20953_tsa/web/login.jsp** and not trying to log into webadvisor.

If your password is not working you can view your password hint or you can just have another password emailed to your email account.

In TouchNet, the student can check if their parent was successfully authorized by clicking on **Authorized Users**.

If you are still having trouble please call the IT Service Desk at 315-445-4579.