



Granting Account Access to Authorised Users

You can grant access to your account to authorised users. By doing so, you allow them to view your account details, see charges, and make payments on your behalf.

To add an authorised user:

1. Log in to your account.
2. Select **"Manage Now"** under **Authorised Users** from the **Quick Links** section.
3. Enter the name of the individual you wish to add and confirm their relationship to you.
4. Provide their email address and confirm that they should receive an email with login instructions.

Cranfield University

Home Contact Us Activity My Account

Add Authorised User

They will have the ability to access your account

Required fields are indicated with *

First Name * Last Name *

Their relationship to you *
--Select One--

Does the authorised user have an email address? *

☒ Yes (They will receive an email with login instructions.)
☐ No (They will not be able to login. They can only call the institution to access your account.)

Their Email Address * Confirm Email Address *

← Back Create

Managing Authorised Users

Once you have an authorised user, you can view their activity on your account or revoke access any time, if Needed:

My Account

- Notifications
- Authorised Users
- Edit Account

Authorised Users

NAME	EMAIL	RELATIONSHIP	VERIFIED	HAS ACCESS	ACTIONS
			✓	✓	<div>View Activity Select Revoke Access</div>

Pay