

myNKU Biller Direct Authorized User Setup

Instruction Guide

Below are the instructions for setting up any individual to assist in paying on your account online. Please be aware that any person you grant access to will be able to see all of your financial transactions with the Bursar Office. You can revoke/expire access to anyone at any time. You fully control this information. Please advise your authorized user of any changes you make to their account.

myNKU log on Screen:



Welcome to myNKU

NKU NORTHERN KENTUCKY UNIVERSITY

Enter your User ID/Username and password to log on:

User ID *

Password *

Log on

New Students without an NKU ID card? [Set your initial password here.](#)

To reset your network password using your ISO # on your NKU ID card, [visit the Password Change page.](#)

For help, visit our [support information site](#) or call the IT Service Center at 859-572-6911.

QUALITY-MADE, COMMUNITY-DRIVEN

Please log in to myNKU as you normally would with your student user name and password. Proceed to the Biller Direct Tab. You will find a sub tab under Biller Direct called “Authorized Users”, click on it.



Authorized User Setup Screen:



Authorized User Maintenance

Add a new Authorized User Edit Name/Email Change Password Expire/Extend Authorized User

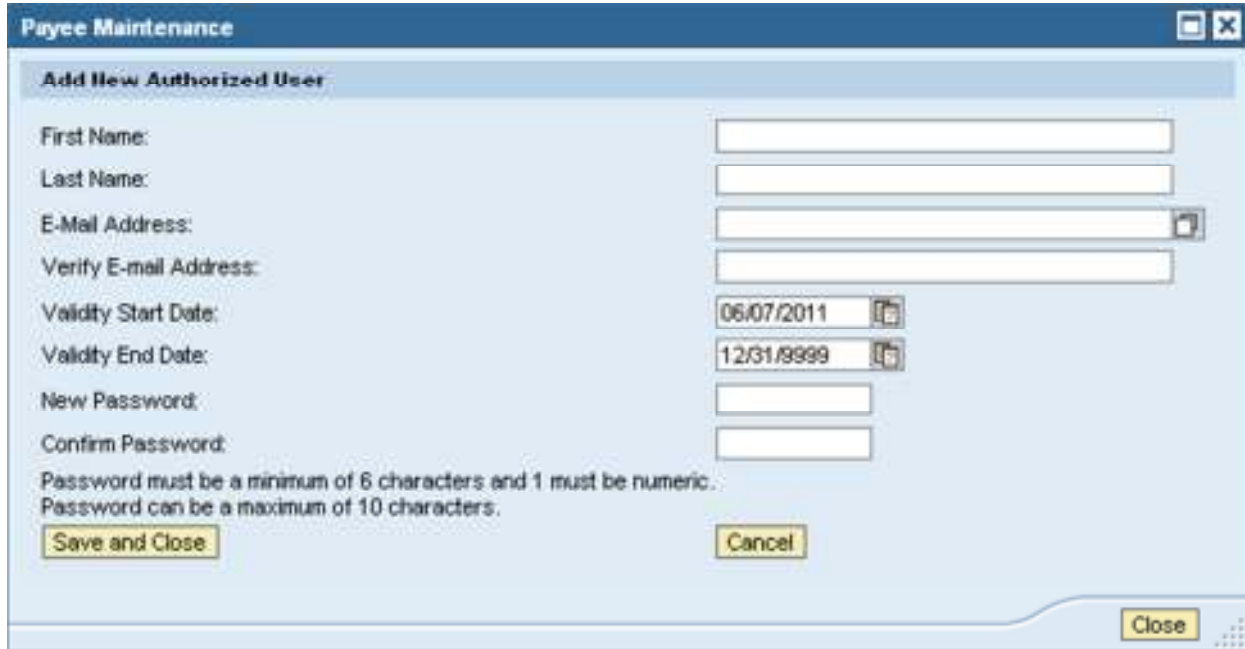
Display Active Users Only

Authorized User List

On this screen you can **Add a new Authorized User, Edit Name/Email, Change Password, or Expire/Extend Authorized User.**

You will also notice a check box that says “**Display Active Users Only**”. If you have multiple users setup and you only granted temporary access to a couple of users, you can click this box to show you all users who are still active or currently authorized users on your account.

Adding a new Authorized User Setup Screen:



The screenshot shows a window titled "Payee Maintenance" with a sub-header "Add New Authorized User". The form contains the following fields and controls:

- First Name:
- Last Name:
- E-Mail Address:
- Verify E-mail Address:
- Validity Start Date:
- Validity End Date:
- New Password:
- Confirm Password:

Below the password fields, there is a note: "Password must be a minimum of 6 characters and 1 must be numeric. Password can be a maximum of 10 characters." At the bottom of the form are three buttons: "Save and Close", "Cancel", and "Close".

Please enter the required information in all fields listed.

Validity Start Date: This date defaults to today's date.

Validity End Date: This date defaults to 12/31/9999. You can change this date to be whatever end date you desire. This date represents the last date you want this user to be authorized on your account.

If you want to setup a user for just one day than the **Start Date** and **End Date** need to be the same date.

New Password: As noted in the wording above the **Save and Close** button. Passwords must be at least 6 characters with one of the six characters needing to be a number. Passwords also cannot exceed 10 characters. **PLEASE NOTE:** Passwords are case sensitive be sure to make them easy to remember and let you Authorized User know the exact password you setup for them.

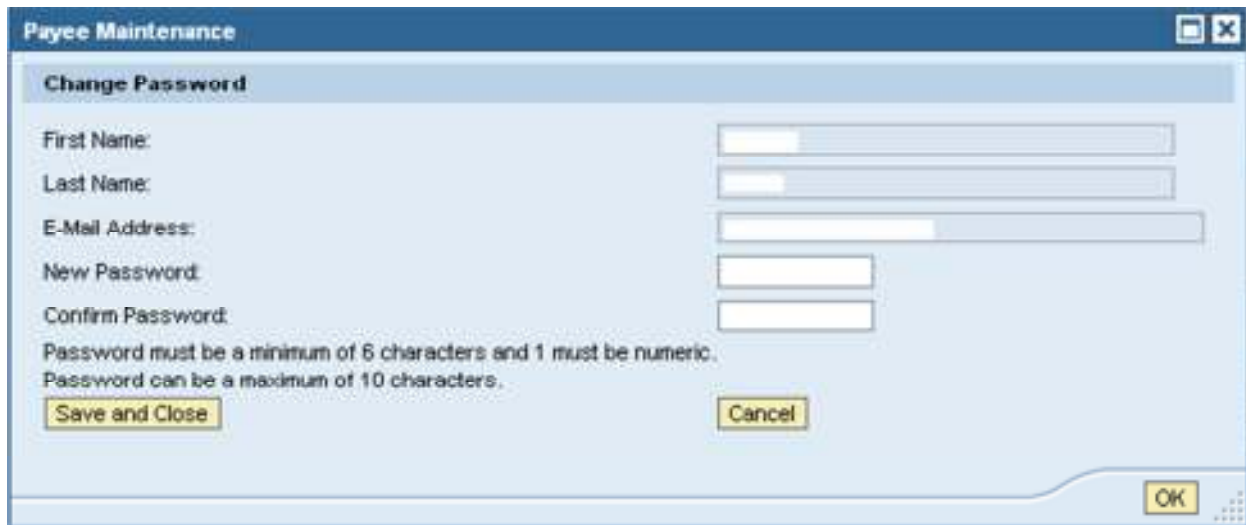
Once you have completed the setup for this user and you hit **Save and Close**, an email will automatically be sent out to the User you just set up. This email will NOT include the password. You will need to inform the user of the password yourself.

Edit Name/Email Screen:



If an authorized user gets married, divorced, want to change their name for whatever reason, you can keep track of that here. Also, if a user switches from a Yahoo account to Gmail or some other email provider; you can manage that here as well. The original information will auto populate in the boxes above and you can edit the information. **PLEASE NOTE:** Any changes made on this screen will require you to **Verify E-mail Address**.

Change Password Screen:



If an Authorized user forgets their password or the get locked out of their account. You can change or update their passwords here. You are allowed to use the same password again.

Expire/Extend Authorized User Screen:



The screenshot shows a software window titled "Payee Maintenance" with a sub-header "Expire/Extend Authorized User". It contains the following fields and controls:

- First Name:
- Last Name:
- E-Mail Address:
- Validity Start Date:
- Validity End Date:
- Buttons:
- Bottom right:

If at any time you wish to take away an Authorized Users ability to make payments/view information, you will use this screen. Simply change the **Validity End Date** to expire that user. **PLEASE NOTE:** If you want the End Date to be immediate, you must enter YESTERDAY's date as the Validity End Date.

FINAL NOTE: Any changes to an Authorized user account will result in an email being sent to them indicating that a change has been made on their account and to contact you to know what changed.