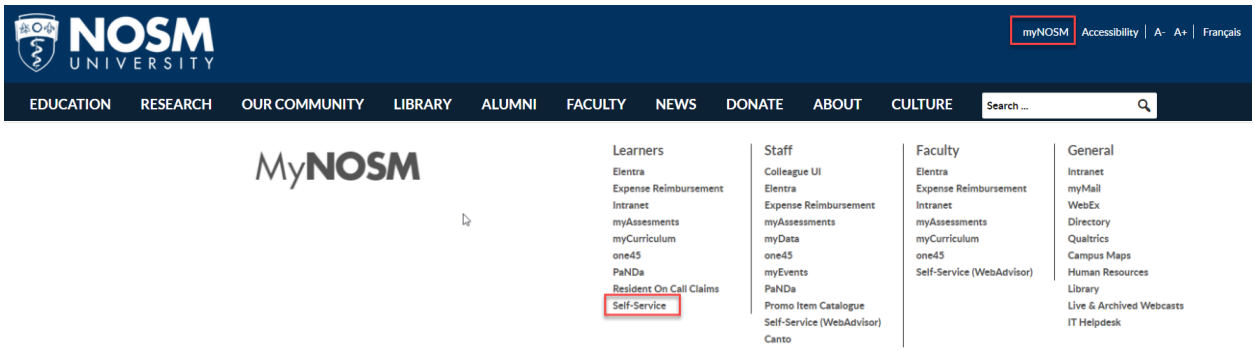
NOSM UNIVERSITY | Student Accounts

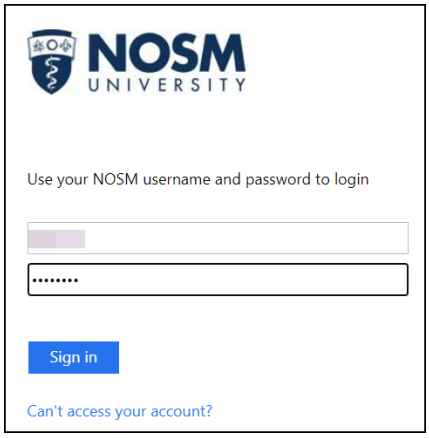
Adding an Authorized User to PayMyTuition

An authorized user can be added to PayMyTuition to be able to make payments on your behalf.

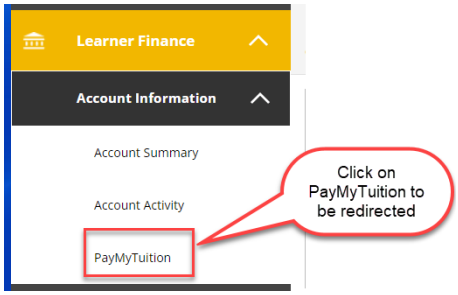
To access Self-Service, navigate to www.nosm.ca and click on the myNOSM link to expand the menu and then click on Self-Service from the Learners menu.



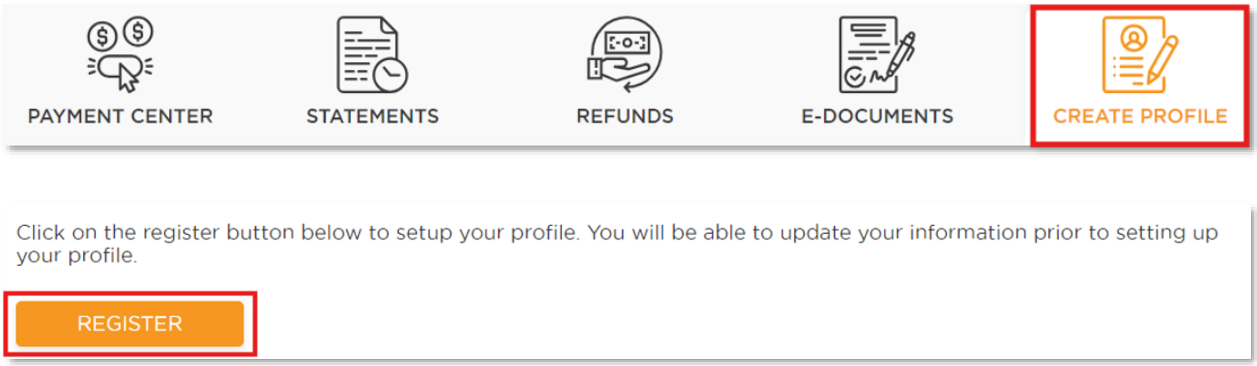
Login using your NOSM University credentials.



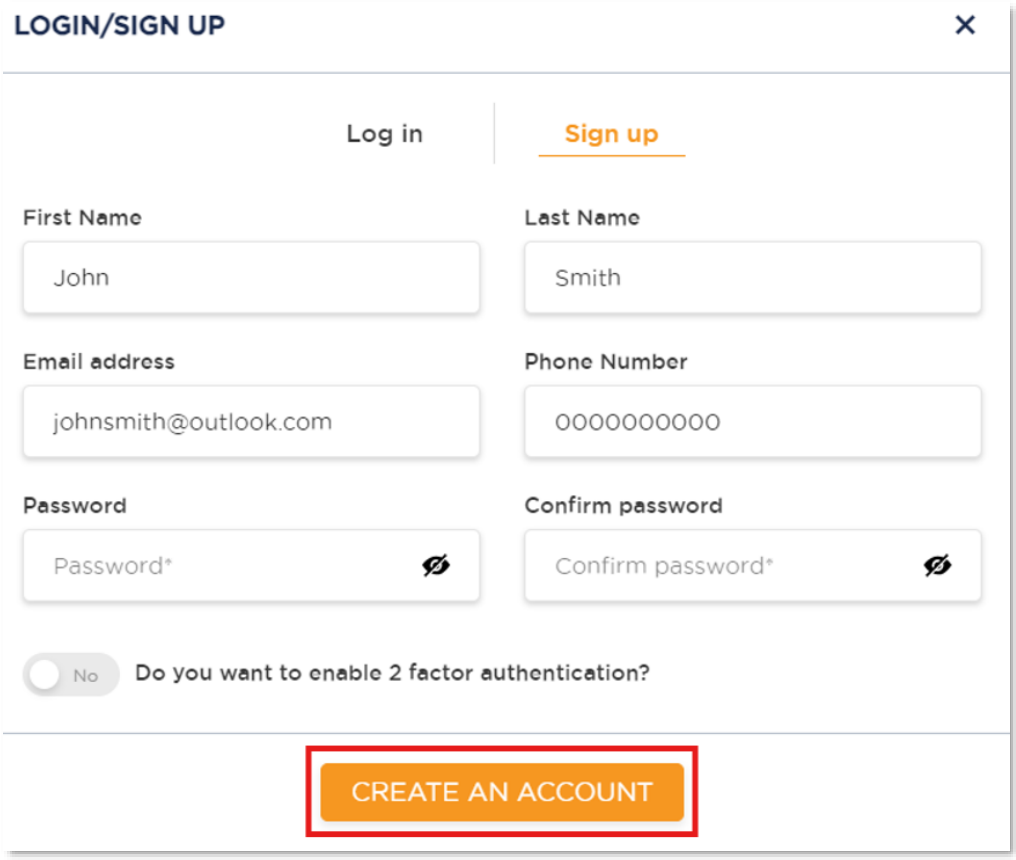
Once logged into Self-Service, click on the left navigation panel and click on **Learner Finance**. Next, select **Account Information** to locate **PayMyTuition.**



Upon redirecting into the PayMyTuition portal, select "Create a Profile" and click the "Register" button.

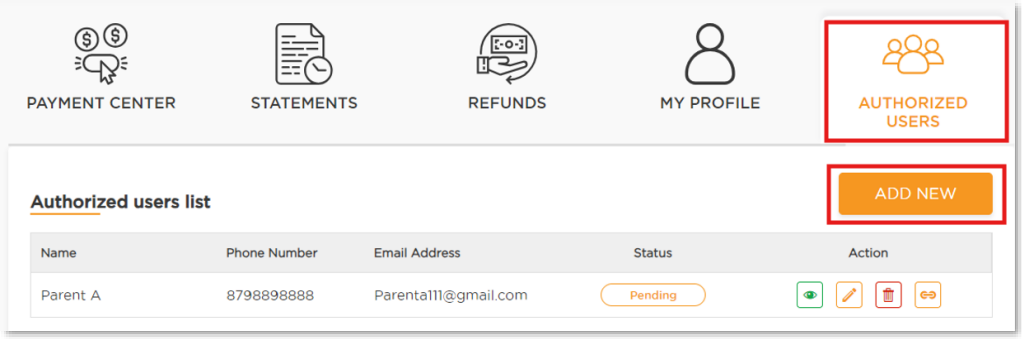


Complete your profile information and click "Create an Account."

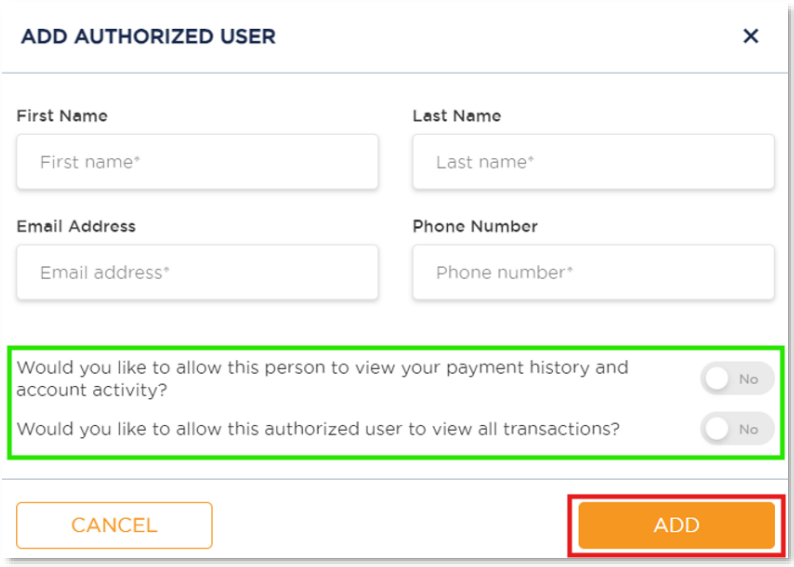


You will receive an email from PayMyTuition confirming your profile has been created.

To register an authorized user, login to your PayMyTuition account. Select the "**Authorized Users**" tab and click the "**Add New**" button.

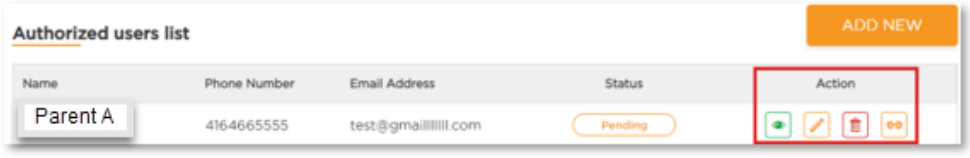


Enter your authorized users' information. Remember to enable the correct permissions for your authorized user.



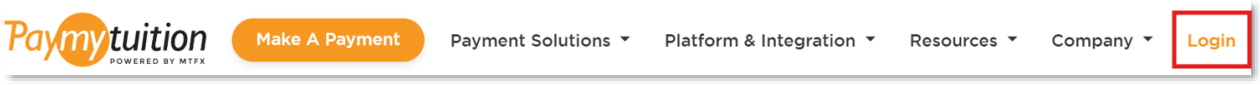
Once you have completed the form, click "**Add**". Your authorized user will receive an email from PayMyTuition requesting they register as a user.

Tip: Within the "**Action**" column of your Authorized user list, you can view the status of your request, edit authorized user details, delete the authorized user from your account, and resend the email link for registration.



Your authorized user will receive an email from PayMyTuition with a request to register for an account. They will need to **click on the link within the email** to complete their account setup.

To access your PayMyTuition account as an Authorized User, they will need to visit www.paymytuition.com and select Login from the top of the screen:



They will then need to enter their email address and password and click Login to access the students' Payment Center to action on payments:

