To set up your Authorized User account: (for users that have been set up by students)

From your email account, click on the link that was emailed to you to set up your Authorized User account.
This will take you to the login page.
Enter your email and the password that was sent to you. In the second email, your password is directly below the student name.
Click on Login
The first time a user logs in, they will be prompted to enter their profile information and change their password.
Enter all of the following information-
Your full name
Alternate email address (if desired)
New password
Confirm password
Password hint
Select Continue
The Authorized User account is now set up.