

A student can authorize parents, family, friends, or anyone financially contributing to their education for access to their financial record on PAWS and to make online payments and monthly installments on their behalf. Only the student can add and remove an Authorized User. This does not include [Third Party Billing and Tuition Assistance](#) sponsored payments.

1. Go to www.fit.edu.
2. Along the very top of the page, click on *ACCESS FLORIDA TECH* and get logged in.
3. On the following screen, click on the link to *PAWS*.
4. Click on *STUDENT*.
5. Click on *PAYMENT/STUDENT ACCOUNT INFORMATION*.
6. Select the term (avoid any terms that say 8-week term next to them); click on *SUBMIT*.
7. Click on the *MAKE A PAYMENT* button.
8. If the next screen says “If redirection fails, click on bill payment button”, then click on *BILL PAYMENT*.
9. The next screen will say “My Account.” This is your Bill Payment Suite Homepage.
10. Under the “My Account” tab, click on the secondary “Authorized Users” tab.
11. Read the paragraph at the top and enter the required information on the page. Click on *CONTINUE*.
12. Check *I Agree*, click *CONTINUE*.
13. Your new Authorized User will get 2 emails at the address you entered: the first one will have the subject line “You have been given access”, and will have the username and link for signing in (your Authorized User may want to bookmark this link); the second email will have the subject line “Your access information”, and will have the password to accompany the username. Upon the first sign-in, the password will be changed. It will never have to be changed again.

Note: Additional authorization is required through the Office of the Registrar for the release of personally identifiable information such as semester grades, academic record, class schedule, current academic standing, and financial information.

Submit an [Authorization for Release of Information form](#) to the Office of the Registrar for granting further access.