

Student Financial Services

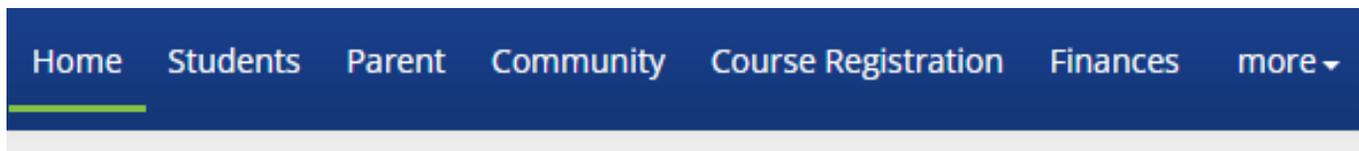
Adding an Authorized User to the Student Account Center

Log into <https://vikingweb.berry.edu/ICS/>



Scan to access VikingWeb!

Select the “Finances” tab



Under Tuition Account Information, select the “Student Account Center” button

Access your tuition account through the Student Account Center (SAC) link below. Within the SAC you can see your current balance, access statements, make payments, and set up payment plans.

Grant access to your tuition account to other participants by clicking the Student Account Center link, to the right select Manage Account Access, and select add.

Student Account Center



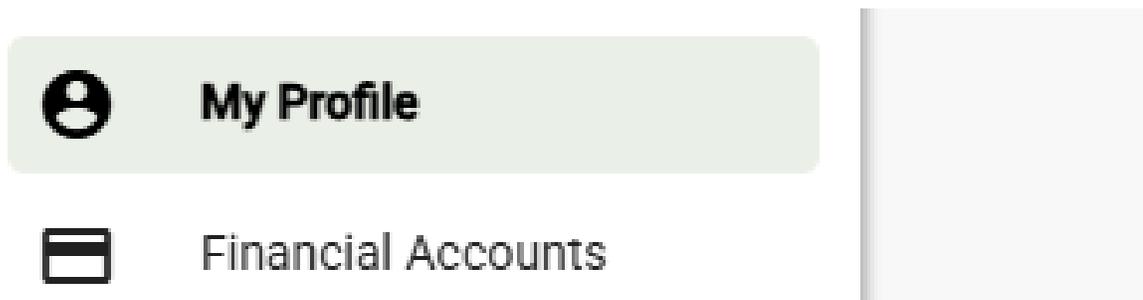
 SFS@berry.edu

 706-236-2252

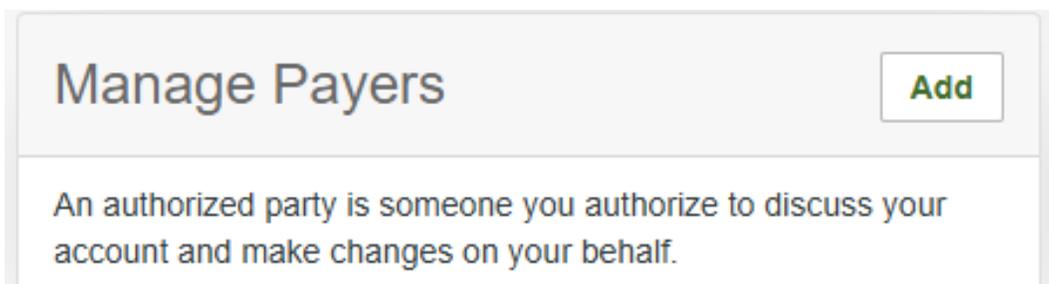
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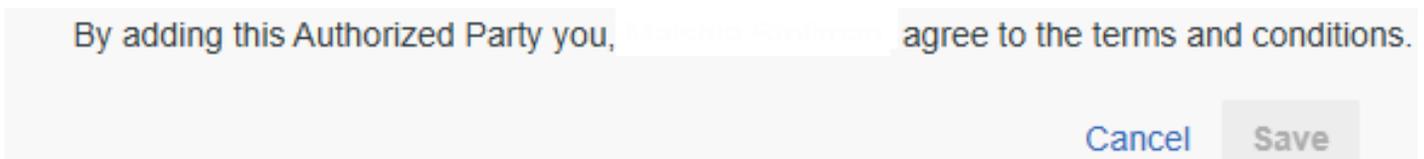
Select “[My Profile](#)” on the top left of the page



Under “[Manage payers](#)”, click the “[Add](#)” Button



Fill out all the necessary information and click “[Save](#)” at the bottom of the page



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