Hello, KSU Families!

To access the account balance, financial aid information and to make payments on your student's account, you must be an authorized user at the Kennesaw ePay site here: https://epay.kennesaw.edu/C20923_tsa/web/login.jsp

If you don't already have access to the ePay site, your student can add you as an authorized user via these instructions.

Follow these steps as a Parent/Family member to have a "User Account" for the E-Pay site:

First, coordinate with your student for them to log into their Owl Express Account. Once there, your student will be able to give you access as an 'authorized user' for the ePay site, by following these steps within Owl Express:

• Select **Registration**
• Select **View Account or Pay Online**
• Log in to **E-Pay**

At the top of the screen (on the right) there should be a link to Authorized Users. Once you have been setup as an authorized user, you'll use the credentials you were given to log into the account. Now, when in the Owl Family Hub, you'll be able to click on the Account Balance or Financial Aid tiles, access the ePay link and log in directly from there.

- If needed, to reset your password for ePay, you'll need to work via your student with their Owl Express Account to recreate the access.

- If you are locked out of the ePay system, it should reset itself within the hour.

If you need additional help with ePay, at any time, please contact the KSU Bursar's Office:

Email – bursars@kennesaw.edu
Phone - 470) 578-6419
Chat with the Bursar's Office 'Live' - https://fiscalservices.kennesaw.edu/bursar/