

HOW TO USE MyICC



Authorized User Login

3/1/21

Log in as an authorized user

- 1 Use the link provided in the Authorized User email you received for access to the secure payment site.
 - *This email was sent to the address your student submitted when authorizing you access to their account.*
 - *It contains a link to the secure site login and your authorized username and temporary password.*

Click on User Type for Login

Students and Staff

Authorized User

Login for parents or others who have been granted access.

Email Address

Password

[Forgot Password](#)

[Login](#)

Need assistance logging in? Email OnlinePaymentSupport@icc.edu.

- 2 Use your email address and temporary password provided in the email to log in under Authorized User section.

Set up a profile

- 3 Fill in your first and last name.

- 4 Create a new password using the criteria posted.

- 5 Click continue.
My Profile confirmation will appear.

- 6 Click on Home icon to visit the home page.
From the home page, authorized users can make a one-time payment, enroll in a payment plan, and set up a payment method.

- *While logged in as Authorized User, follow the same steps as the student to accomplish these items.*
- *Authorized users DO NOT have access to students' stored payment methods, academic records, or other personal information. Authorized users can only view their own payment methods and account information.*

Authorized User Profile Setup

* Indicates required fields

* Full name

First name

Last name

Password must be a minimum 7 characters and must contain at least one number or special character.

* Enter your new password

* Confirm your new password

[Cancel](#) [Continue](#)