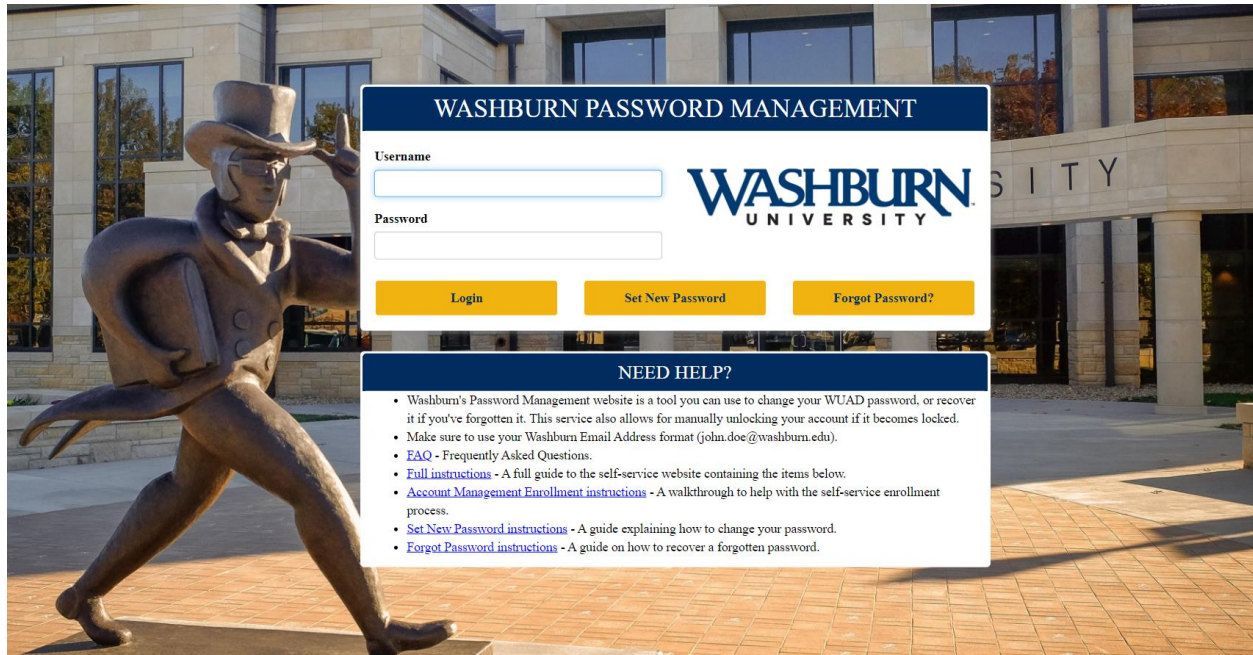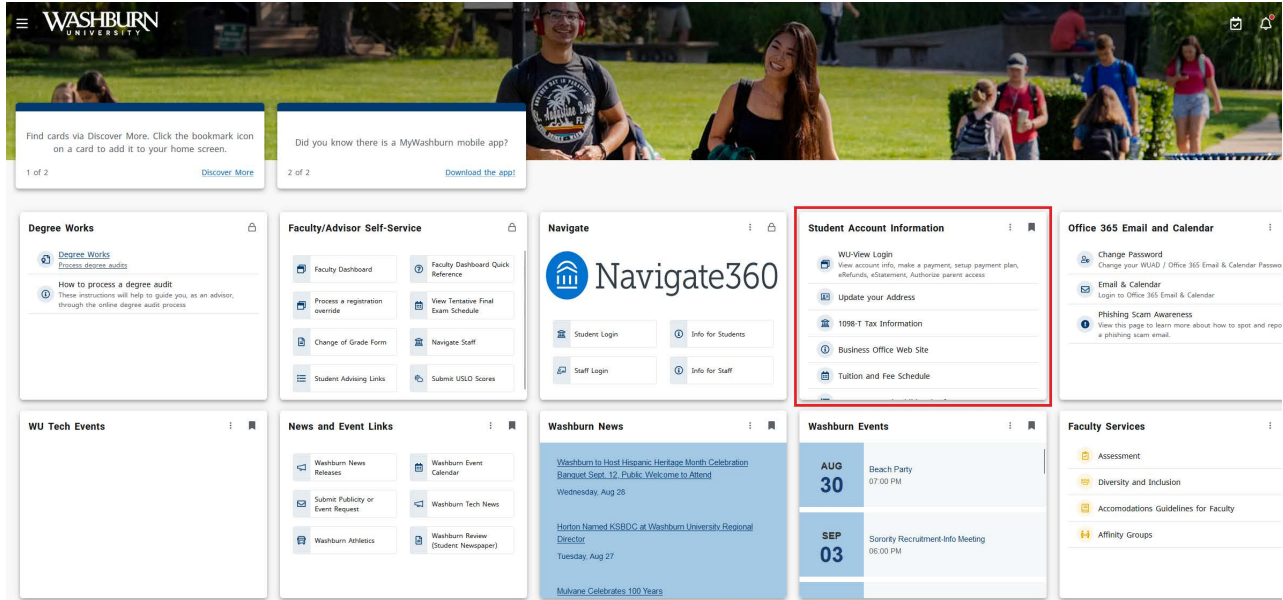# Activating your MyWashburn Account

You are automatically assigned a MyWashburn account (**my.washburn.edu**) when you are admitted to Washburn University. After you are admitted you will receive an email from Information Technology Services at the personal email address you provided when you filled out your application to Washburn. This email will contain instructions about how to activate your MyWashburn account and how to access IT resources at Washburn.
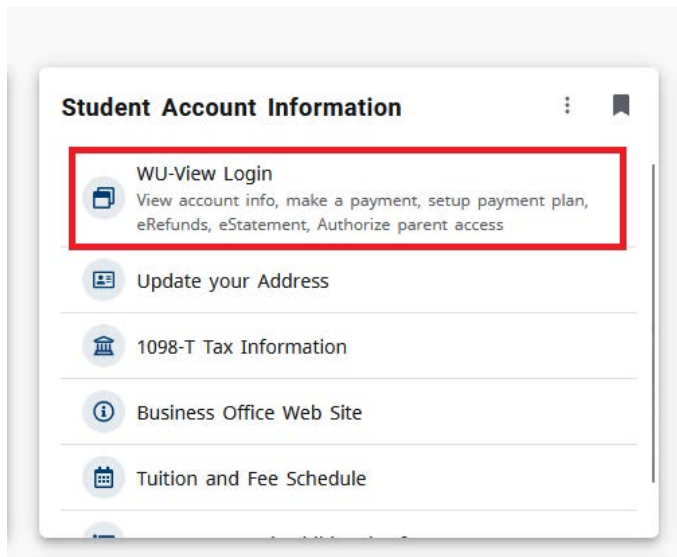
WU-View: Make Payments and add Authorized Users

1. Go online to **my.washburn.edu** and log-in to MyWashburn and locate the "Student Account Information" tile.

2. Click "WU-View Login" link

3. To pay tuition, click "Make Payment" and follow prompts. To allow parent access, click "Authorized users," enter desired email address and select billing/payment access options.