Students have the option to receive reminder texts from TouchNet for payment deadline reminders. Students may also add any other phone number to receive reminders.

First, we strongly encourage students to use Mozilla Firefox, Google Chrome or Internet Explorer for all portal activity. There is a chance that Safari will not load pages correctly. If the icons do not load, we encourage you to try a different browser.

To add an authorized user, begin at the WTAMU homepage:

www.wtamu.edu

Click on My Buff Portal on the right side of the screen. This portal is where your student will manage all university business:

Next, your student will enter their username and password. If your student has forgotten their password, they can utilize the Forgot Password link, or the Reset Password link below the login area. If neither of these options are available, the student can call the HELP line using the number provided to the right of the login box.
Once your student is in the portal, several icons will be available in the upper right hand corner. Click on the green compass for Buff Advisor.

Next, your student will be redirected to a bridging screen. They will need to click Students in the lower right corner.
Once the next page loads, the student is now in the Buff Advisor module. To access TouchNet for all items related to billing, the student must click the first link, View Account and Make Payments.

The following links may display confidential information:

- View Account and Make Payments
- Tax Electronic Consent
- View My 1098-T Forms
- View My 1098-E Forms
- View My 1042 Information
- Bank Information (U.S.)
- Bank Information (Canadian)
- Payment by Check
- Emergency Loan

Please note that on this screen, the student will see a yellow alert bar. They must click on the CLICK HERE link to be redirected into TouchNet.
Once this page loads, the student is now in the TouchNet system on the home page for the student’s account. On the right side of the screen, the student will click Notifications.

On the next screen, the student will set up the phone number to receive payment deadline reminders.