Quick Reference Instructions for Students & Parents

STUDENT

SRU Website:  http://www.sru.edu

Student Instructions
- Click on MySRU (upper right corner of website) Enter user name/password on login screen
- Click on Registration Tab
- Under Banner Self Service, click Banner Self Service
- Click Student
- Click Proxy Management
- Add proxy (you may have to log in again)

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PARENT

Parent/Proxy Instructions
- http://www.sru.edu/
- Click on “Family” link at the bottom of the page
- Click on “Parent Portal” on left hand side of page
- Locate PROXY INSTRUCTIONS: CREATE AN ACCOUNT and click on the “click here” to access instructions

Parent Portal Login Access
- http://www.sru.edu/
- Click on “Family” link at the bottom of the page
- Click on “Parent Portal” on left hand side of page
- Locate ACCESS PARENT PORTAL and click on the “click here” for login screen
  OR
- http://www.sru.edu/family/parent-portal
- Click on “Parent Portal” on left hand side of page
- Locate ACCESS PARENT PORTAL and click on the “click here” for login screen

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Authorize New User for TouchNet to Pay the Bill
- Click on Financial Aid/Billing tab in MySRU
- Under Billing and Payment Center, click “Pay My Bill”
- Click on My Account- then authorize users

HELP DESK INFORMATION

Phone:  724.738.HELP (4357)

Email:  helpdesk@sru.edu

Location:  104 Maltby Center

Hours:  Monday-Friday  8:00 AM – 4:30 PM