

## 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 Academics Tab
- Locate the Parent Portal portlet
- 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](mailto:helpdesk@sru.edu)

**Location:** 104 Maltby Center

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