Quick References

**STUDENTS**

*Add Authorized User (For TouchNet Billing Portal - Pay & View Bill)*

- Login to your MySRU
- Click on the Student Billing Information card
- Click “Add Authorized User”, then
- “Add Authorized User”

*Add Proxy*

- Access http://www.sru.edu/
- Click on MySRU (upper right corner of website).
- Enter username/password on login screen.
- Under “All Links” card choose Parent Portal.
- Click Proxy Management
- Add proxy (you may have to login again).

*View/Pay Your Bill*

- Login to your MySRU
- Click on the Student Billing Information card
- Click “View or Pay Bill”, then “Pay Bill”

**PARENTS**

*Authorized User Login – TouchNet Billing Portal*

- Access www.sru.edu/studentaccounts
- Click the blue “View or Pay Bill – Authorized Users” link.

*Parent Portal Login*

- Access www.sru.edu/parentportal
- Locate “ACCESS PARENT PORTAL” and click on the “click here” for login screen.

*Parent Proxy Instructions*

- Access www.sru.edu/parentportal
- Locate “PROXY INSTRUCTIONS: CREATE AN ACCOUNT” and click on the “click here” to access instructions.

**PAYMENT OPTIONS**

*ONLINE THROUGH THE MYSRU PORTAL:*

- Electronic Check: from checking or savings bank accounts (no convenience fee).
- Credit/Debit Card: MySRU accepts Visa, MasterCard, American Express and Discover (A non-refundable convenience fee of 2.85% will be assessed by our vendor for credit card payments).

*BY MAIL:*

- With a check or money order (Make checks and money orders payable to SRU and include the student’s Rock ID). Mail to:
  - Slippery Rock University
  - PO Box 6250
  - Hermitage, PA 16148-0923

  Payments must be received by the due date

**DIRECT DEPOSIT INFORMATION**

Recommended! If you wish to have student account refunds directly deposited to your bank account, complete a Direct Deposit Authorization form. It’s fast & secure!

**CONTACT INFORMATION**

**Office of Student Accounts**

- Phone: 724.738.2088
- Email: student.accounts@sru.edu
- Location: Old Main (Suite 103), 104 Maltby Ave.
- Web: sru.edu/studentaccounts

**Payment Remit Address:** Slippery Rock University

- PO Box 6250
- Hermitage, PA 16148

**Office of Financial Aid**

- Phone: 724.738.2044
- Email: financial.aid@sru.edu
- Location: Maltby Center (Room 107), 108 Maltby Ave.
- Web: http://www.sru.edu/admissions/financial-aid

**Academic Year Hours:**

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

**Help Desk**

*Students - Need help resetting your MySRU Portal?*

- Phone: 724.738.HELP (4357)
- Email: helpdesk@sru.edu
- Location: 104 Maltby Center, Slippery Rock, PA 16057

**REFUND POLICY**

To view the most current Refund Policy visit:

https://www.sru.edu/refund