

# 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](http://www.sru.edu/studentaccounts)
- Click the blue "View or Pay Bill – Authorized Users" link.

### Parent Portal Login

- Access [www.sru.edu/parentportal](http://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](http://www.sru.edu/parentportal)
- Locate "PROXY INSTRUCTIONS: CREATE AN ACCOUNT" and click on the "click here" to access instructions.

## REFUND POLICY

To view the most current Refund Policy visit:  
<https://www.sru.edu/refund>

## 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 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](mailto:student.accounts@sru.edu)  
**Location:** Old Main (Suite 103), 104 Maltby Ave.  
**Web:** [sru.edu/studentaccounts](http://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](mailto: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](mailto:helpdesk@sru.edu)

**Location:** 104 Maltby Center, Slippery Rock, PA 16057