

Quick References for Students & Parents

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

STUDENT

Student Proxy Instructions:

- Access <http://www.sru.edu/>
- Click on MySRU (upper right corner of website).
- Enter username/password on login screen.
- Click on Academics Tab.
- Under Parent Portal, click Proxy Management
- Add proxy (you may have to login again).

PARENT

Parent Proxy Instructions:

- Access <http://www.sru.edu/>
- Click on the "Family" link at the bottom of the page.
- Click on "Parent Portal" on the left side of the page.
- Locate "PROXY INSTRUCTIONS: CREATE AN ACCOUNT" and click on the "click here" to access instructions.

Parent Portal Login Access:

- Access <http://www.sru.edu/>
- Click on the "Family" link at the bottom of the page.
- Click on "Parent Portal" on the left side of the page.
- Locate "ACCESS PARENT PORTAL" and click on the "click here" for login screen.

OR

- Access <http://www.sru.edu/family/parent-portal>
- Click on "Parent Portal" on the left side of the page.
- Locate "ACCESS PARENT PORTAL" and click on the "click here" for login screen.

Authorize New User for TouchNet to Pay the Bill

- Login to your MySRU
- Click on the Billing Tab
- Click "Pay or View My Bill"
- Under "My Profile Setup", choose "Authorized Users" then "Add Authorized User"

Help Desk Information

Need help resetting your MySRU Portal?

Phone: 724.738.HELP (4357)

Email: helpdesk@sru.edu

Location: 104 Maltby Center, Slippy Rock, PA 16057

REFUND POLICY

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

BILLING AND PAYMENT METHODS

View/Pay Your Bill:

- Login to your MySRU
- Click on the Billing Tab in MySRU
- Click "View or Pay Bill"

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, Discover, American Express, and Diners Club (Convenience fee will be charged).
- **BY MAIL:** With a check or money order (Make checks and money orders payable to SRU; include the student's Rock ID); Mail to: Slippy Rock University, PO Box 6250, Hermitage, PA 16148-0923

*****Payments must be received by the due date*****

Direct Deposit Information: If you wish to have your financial aid refund check directly deposited to your bank account, please complete a Direct Deposit form.

CONTACT INFORMATION

Office of Student Accounts 724.738.2088

Old Main (Room 103)

104 Maltby Ave., Slippy Rock, PA 16057

<http://www.sru.edu/offices/accounting-services/student-accounts>

Payment Remit Address:

Slippy Rock University, PO Box 6250, Hermitage, PA 16148

Office of Financial Aid 724.738.2044

Maltby Center (Room 107)

108 Maltby Ave., Slippy Rock, PA 16057

<http://www.sru.edu/admissions/financial-aid>

Academic Year Hours: Monday – Friday 8:00AM – 4:30PM

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