

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.

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
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