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 Billing tab in MySRU
• Under Billing, click "Pay or View My Bill"
• Under My Profile Setup, choose Authorized Users, the Add Authorized User

HELP DESK INFORMATION

Phone: 724.738.HELP (4357)

Email: helpdesk@sru.edu

Location: 104 Maltby Center

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