

1. Go to “myDSU” on the Delta State University Homepage (mydsu.deltastate.edu)



2. Click LOGIN to access

User ID and Password Required

- User ID is your *Banner ID Number* (If you use your social security number, you will have to sign in to student records again)
- Your password is your *Birth Date* in the format mmddyy (041797)

3. Once you have access, click on



Student Services & Financial Aid

Apply for Admission, Register, View your academic records and Financial Aid, Pay on Account, Apply for Graduation.

4. Click on *Student Records*
5. Click on *View Account and Make Payments*
6. Click the button *View Account and Make Payments*. You will be directed to another page
7. Click on the *Authorized Users* tab
8. Then click the button **Add an Authorized User**
9. Complete the information in the pop-up box that appears

Add An Authorized User

E-mail Address of the Authorized User:

Would you like to allow this person to view your billing statement? Yes No

Would you like to allow this person to view your payment history? Yes No

10. Once information is complete, an email with instructions will be sent to your authorized user (s).

REMEMBER: The authorized user can only view your student account charges and payments, make a payment on your behalf, and view your previous statements.