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

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

9. Complete the information in the pop-up box that appears

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.