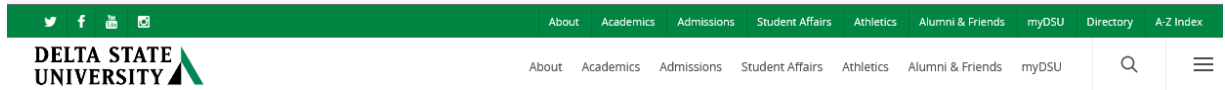


DELTA STATE UNIVERSITY

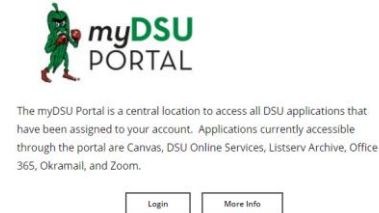
Student Business Services

How to Add an Authorized User

- Go to the Delta State University homepage at (www.deltastate.edu).
- Click on the myDSU tab (right-hand corner).



- Click Login from the myDSU Portal.



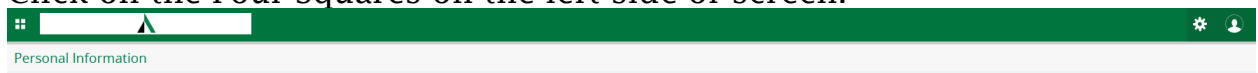
- Please read the “Welcome to MyDSU Portal!” note in order to sign in. Then Sign In.



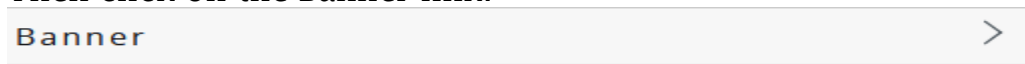
- Once Signed in, click on the DSU Online Services link under the My Apps page.



- Click on the Four Squares on the left side of screen.



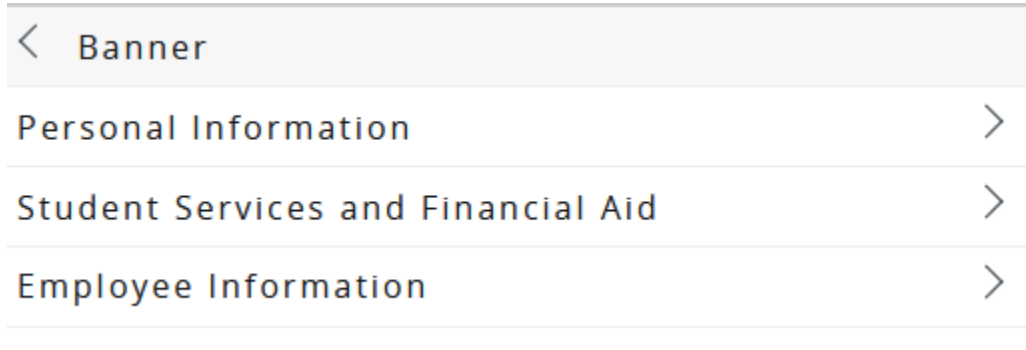
- Then click on the Banner link.



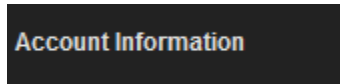
DELTA STATE UNIVERSITY

Student Business Services

- Click the Student Services and Financial Aid link twice.



- Click on the Account Information.

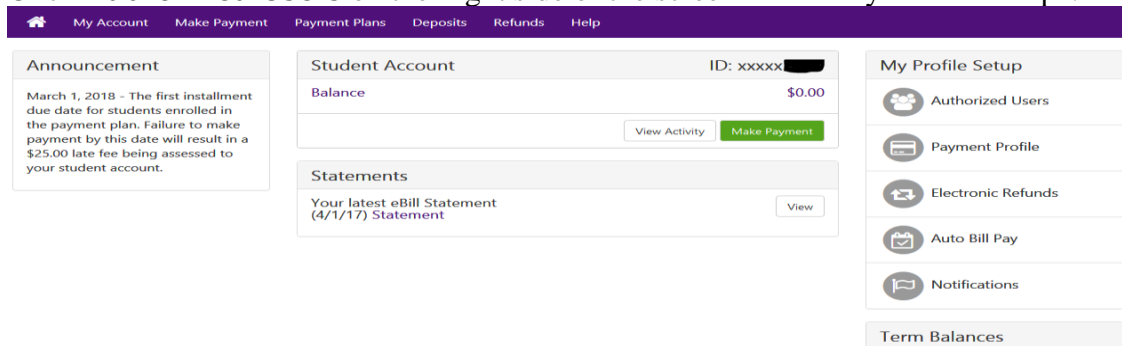


- Click the "Pay Now" link.



Note: A pop-up blocker may stop the process of going to the next page. Please try disabling the pop blocker on your device, try another browser or try clearing your browser history/cookies.

- Click Authorized Users on the right side of the screen under 'My Profile Setup'.



DELTA STATE UNIVERSITY



Student Business Services

- Click on Add Authorized User. Enter email address and answer questions.

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

[Add Authorized User](#)

- A pop-up box will appear with the following agreement. Check the ***I Agree*** box and click continue. You also have the option to print the agreement.

Agreement to Add Authorized User ✕

I hereby authorize **Delta State University** to grant ladybenson98@gmail.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Tuesday, August 7, 2018.

For fraud detection purposes, your internet address has been logged:
209.147.242.14 at 8/7/18 11:26:05 AM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

I Agree

[Cancel](#) [Print Agreement](#) [Continue](#)