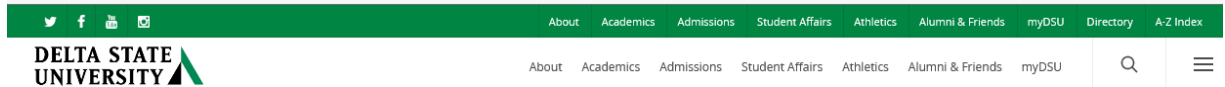


DELTA STATE UNIVERSITY

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



The myDSU Portal is a central location to access all DSU applications that have been assigned to your account. Applications currently accessible through the portal are Canvas, DSU Online Services, Listserv Archive, Office 365, Okramail, and Zoom.



- 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 Student Services and Financial Aid



Student Services & Financial Aid

Apply for Admission, Register, View your academic records.

DELTA STATE UNIVERSITY

Student Business Services

- Then click on **STUDENT RECORDS**.

Student Records
View your holds, Make Online Payments; Display your grades and transcripts; Review charges and payments; Apply for Graduation; Request Printed Official Transcript
Financial Aid

- Click on **VIEW ACCOUNT AND MAKE PAYMENTS**.

View Account and Make Payments
Financial Aid

- Click on **VIEW ACCOUNT AND MAKE PAYMENTS** button again. You will then be directed to another page.

View Account and Make Payments

Clicking the button below will redirect you to a secure site where you can view your account and make payments.

[View Account and Make Payments](#)
RELEASE: 6.1

- Click on **AUTHORIZED USERS** on the top right side of the screen.

- Click on the **Add Authorized User link**, 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.