

1. Go to [MySJSU](http://my.sjsu.edu) (<http://my.sjsu.edu>) and click the **Login to MySJSU** button.
2. Enter your **User ID** and **Password** and click the **Sign In** button.

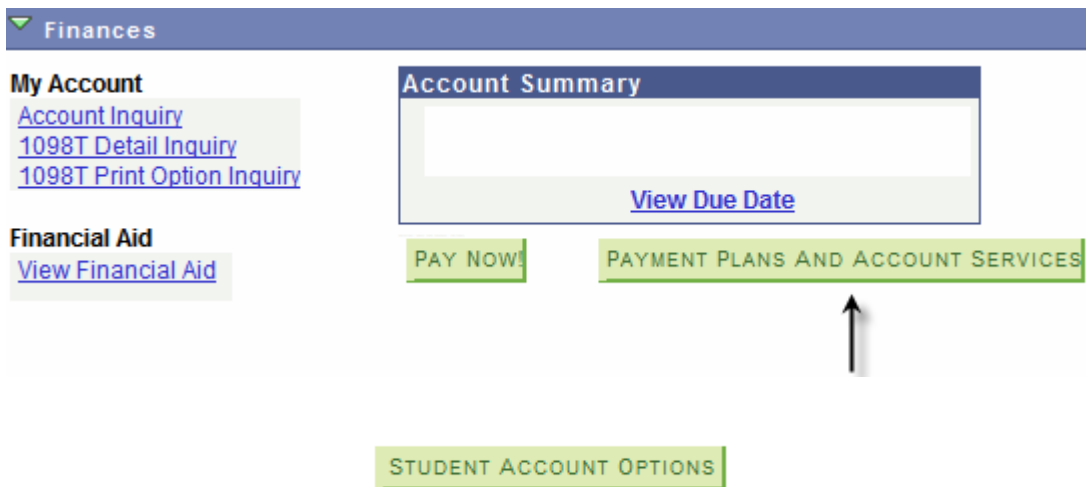


User ID:

Password:

Sign In

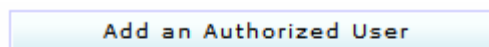
3. From the **Student Center** page (your homepage), scroll down to **Finances**.
4. Click the **Payment Plans and Account Services** button.



5. Click the **Student Account Options** button.
6. Click the **Authorized Users** top tab.



7. Click the **Add an Authorized User** button.



8. Enter the information pertaining to the individual that you would like to establish as a **Designated Authorized User** on your account.

For additional assistance, visit [MySJSU Financial Information](http://my.sjsu.edu/students/help/financial/) (<http://my.sjsu.edu/students/help/financial/>).