

How to Set Up a Parent User

One Washington Square Bursar's Office 95192-0138 San Jose, CA 1. Go to MySJSU (http://my.sjsu.edu/) Login to MySJSU and click the Login to MySJSU button. 2. Enter your User ID and Password and User ID: click the Sign In Password: button. Sign In 3. From the **Student** Finances Center page (your My Account (?) homepage), scroll You have no outstanding charges at this Account Inquiry down to Finances. time. Enroll In Direct Deposit 4. Click the **Payment** PAY NOW! PAYMENT PLAN AND OTHER SERVICES **Financial Aid** Plans and Other *Important Student Fee Information View Financial Aid Services button. Accept/Decline Awards other financial... V (>>) *Important Student Fee Information 5. Click the Student **Account Options** STUDENT ACCOUNT OPTIONS button. Click above to view your account or make an electronic payment via e-check or credit card. You may also set up authorized users. 6. Click Add New in Parent Usernames Add New the Parent Usernames box. You currently have no Parent Usernames set up.

7. Enter the information pertaining to the individual that you would like to establish as a **Parent User** on your account.

For additional assistance, visit MySJSU Financial Information (http://www.sjsu.edu/bursar/services/ferpa/).