

# How to Set Up a Parent User

Bursar's Office

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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**.

**Finances**

**My Account** ?

[Account Inquiry](#)  
[Enroll In Direct Deposit](#)

**Financial Aid**

[View Financial Aid](#)  
[Accept/Decline Awards](#)

**Other financial...** >>

**Information:** You have no outstanding charges at this time.

**Buttons:** PAY NOW! | PAYMENT PLAN AND OTHER SERVICES

[\\*Important Student Fee Information](#)

4. Click the **Payment Plans and Other Services** button.

5. Click the **Student Account Options** button.

**STUDENT ACCOUNT OPTIONS**

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 the Parent Usernames box.

**Parent Usernames** **Add New**

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/) (<http://www.sjsu.edu/bursar/services/ferpa/>).