How to Set Up a Parent User

1. Go to MySJSU (http://my.sjsu.edu/) and click the Login to MySJSU button.

2. Enter your User ID and Password and click the Sign In button.

3. From the Student Center page (your homepage), scroll down to Finances.

4. Click the Payment Plans and Other Services button.

5. Click the Student Account Options button.

6. Click Add New in the Parent Usernames box.

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/).