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1. Go to the Seattle University website, www.seattleu.edu. Select SU ONLINE.

2. Select Log In.

3. Enter your User ID (no "@seattleu.edu") and password.

4. Select the Students menu.
5. Select **Third Party Proxy Access**.

The Self Service Portal will open in a new tab. It is easy to return to SU Online by switching to the former tab.

6. Select your user name, then **View/Add Proxy Access**.
7. Select either a person who already is on record as having a relationship to you, or select **Add Another User**.

**CAUTION:** If choosing a pre-existing person from the drop-down, make sure that the email address displayed is the correct address for the person you are authorizing. If you notice that the email is wrong or out-of-date, please contact the [Office of the Registrar](#) to have them change the email address before proceeding. Send this email from your SU account and use the subject line **Change Proxy Email**. Indicate the name of the person whose email you are changing and the new email address.

Complete instructions for giving Third Party Proxy access to the Student Account Center are covered later in Section 2 of this guide.

To get information on phone and in-person third party access to your academic records, use this link. [Release of Information](#)
8. Fill in the third party’s information. Anything with a * next to it is required in order to check that a duplicate record does not already exist.

9. Choose how much you want the Third Party Proxy to see, by selecting either Allow Complete Access or Allow Select Access and using the checkboxes.

10. Remember to check the box stating you have understood the Disclosure Agreement. Select Submit.

11. Re-enter your password and select Submit.

The system will check your password and then see if someone with the information you entered already exists.
If a possible match was found, the Third Party Proxy account has not been completely set up, and will show as Pending. Your proxy will not receive any log-in permission or notification email until they have been verified as a unique user by the Office of the Registrar. Please allow up to three business days for this.

The person will display on the View/Add Proxy screen. Seeing an Effective Date indicates that the setup is complete from your (student) side.

12. If no existing users are found, then select Continue.

Or if possible duplicate proxies already exist you can either Cancel the setup or select Continue to have the issue looked into by the Registrar’s Office.
1.2 Students: How to Edit or Remove Access to Your Financial Aid Information

1. From the View/Add Proxy Access screen, select the green pencil icon.

2. Use the options to change the level of access that the Proxy has to your information. You will only be able to Save if you make changes.

Any changes that you make to this access will trigger an email to the Third Party Proxy informing them that their access has changed.
1.3 Authorized Third Party Proxies: How to Access Your Account to View Financial Aid for the First Time

1. If your student has successfully set you up as a Third Party Proxy, you will receive two emails from proxynoreply at the email address they provided. **TIP:** One will contain instructions and the other will have a temporary password.

2. Use the link provided in the email to get to the log-in screen. **TIP:** Bookmark the login screen for future reference.
3. Enter the **username** and **password** from the emails you received.

TIP: To make it easier to get the password correct, use **copy** and **paste**. To copy the password from the email, highlight it with your mouse, being careful NOT to include any spaces before or after it. Right click on it and select **Copy**. Or, from a Mac, use the keyboard shortcut **[Apple] + C**.

TIP: On the log-in screen, paste the password into the box by right clicking and selecting **paste**. Or, from a Mac, use the keyboard shortcut **[Apple] + V**.

4. Re-enter the user name and password from the emails you received, and choose a new password.
5. If successful, the message below will display. Click the link to sign in using your new password.
1. Go to [www.seattleu.edu](http://www.seattleu.edu) and click on MYSU.

2. Select the **Third Party Proxy Access - Self Service Login** button.
3. On the sign-in page, enter your username and password

4. Once you are logged in, you will be able to choose to log in as yourself or as your student.

TIP: If you enter incorrect login information too many times, you will be locked out for 15 minutes. Please wait 15 minutes and try again.

5. Choose your student’s name, and click Continue.
6. Select the **Financial Aid** button.

7. Use the **Financial Aid** tab to navigate to different screens.
1.5 Authorized Third Party Proxies: How to Reset a Password

If you have lost or forgotten your password, or want to change your password for another reason, please contact the Office of the Registrar, and someone can reset your password for you:

YOU MUST INCLUDE YOUR NAME, USERNAME, YOUR STUDENT’S NAME, AND STUDENT’S ID# IN THE BODY OF THE EMAIL.

Office of the Registrar – registrar@seattleu.edu.

You will receive an email at the same email address you have associated with your account. Please allow three business days for this.
1.6 Authorized Third Party Proxies: How to Switch Back to See Your Student’s Account

If you have logged in as yourself instead of your student, you can switch users to view your student’s account:

1. If logged in as yourself, select **Sign out** and then **Change Proxy User**.

2. Choose your student, and then **Continue**.

![Image of SEATTLE UNIVERSITY login page](image-url)
Section 2: Authorized User Access to the Student Account Center

2.1 Students: Setting Up an Authorized User to View and Pay Your Bills and Tax Information

1. Go to the Seattle University website, www.seattleu.edu. Select SU ONLINE.

2. Select Log In.

3. Enter your User ID (no "@seattleu.edu") and password.

4. Select the Students menu.
5. Select the **Student Account Center (Bills, Payment, Deposits)**.

6. Click the button to be taken to the **Student Account Center**.
7. Select **Authorized Users** to view current authorized users.

7. Select **Add Authorized User**.
8. Enter the person’s email address to be linked to the Authorized User account. Answer each question about the level of access you wish to provide.

9. Check the I Agree box and then select Continue.

The email address you provided will receive two emails with a password and instructions on how to complete the setup of the Authorized User account.
2.2 Authorized Users: Completing the One-Time Setup of Your Account in the Student Account Center

1. If your student has linked you to their account in the Student Account Center, you will get two emails at the address that they provided. Your username is your email address.

2. Go to www.seattleu.edu and click on MYSU.
3. Select the **Authorized User Login – Student Account Center** button.
4. In the Email box, enter the email where you received your Authorized User password.

5. Enter the password that was sent to you in the email. Click Login.

TIP: To make it easier to get the password correct, use copy and paste. To copy the password from the email, highlight it with your mouse, being careful NOT to include any spaces before or after it. Right click on it and select Copy. Or, from a Mac, use the keyboard shortcut [Apple] + C.

TIP: On the log-in screen, paste the password into the box by right clicking and selecting paste. Or, from a Mac, use the keyboard shortcut [Apple] + V.
6. Provide your name and a **Secondary email address**, if desired. The secondary email address will receive copies of all correspondence, but is not a second username. Enter a new password, and click **Save**.
2.3 Authorized Users: Getting to the Student Account Center

1. Go to www.seattleu.edu and click on MYSU.

2. Select the Authorized User Login—Student Account Center button.

3. Enter your email address and password.
2.4 Authorized Users: Change Your Password to the Student Account Center

1. Log in to the Student Account Center. (See 2.3, above.)

2. Select **Personal Profile**.

3. Select **Change Password**.

4. Enter your current and new passwords, and select **Save**.
2.5 Authorized Users: Forgot Password for Student Account Center

1. Go to www.seattleu.edu and click on MYSU.

2. Select the Authorized User Login – Student Account Center button.

3. Click on the word “emailed” to have a temporary password sent to the email address you have linked to the account.

TIP: If you do not know which email address is associated with your account, you will have to ask your student to remove your access, and start over.
Section 3: Getting Help

3.1 Third Party Access to Academic Records

For information on granting Seattle University permission to speak to an authorized third party about elements of your academic record, please refer to the Release of Information website. Online access to view your academic records is not available for third parties at this time.

3.2 Who to Contact

Financial Aid – For questions regarding Financial Aid Third Party Proxy please contact Student Financial Services at proxy@seattleu.edu or (206) 296-2010.

Academic Records – For questions regarding Academic Records please contact the Office of the Registrar and Operations at registrar@seattleu.edu or (206) 220-8030.

Technical Issues – For help with technical issues, such as systems being unavailable, email helpdesk@seattleu.edu.