1. Login to the Student Portal:  [http://portal.semo.edu](http://portal.semo.edu)

2. Select your **Student SS** tab, at the top.

3. Scroll down to the “**Student Financial Services**” section, on the left (in red)

4. Click “**Account Summary.**” *(a new window will open)*

5. Choose the “**Account Authorization**” button. *(a new window will open again)*

6. Choose “**Select**” for the appropriate option and follow the additional prompts.

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Your authorized user will receive a confirmation email including the link to the login page. You must provide them with the password.