



1. Login to the Student Portal: <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.

DESCRIPTION	QUANTITY	AMOUNT
Grant Account Access Establish access to your student account	Click 'Select' Button to continue	<input type="button" value="Select"/> ←
Edit Account Access Edit access to your account	Click 'Select' Button to continue	<input type="button" value="Select"/> ←
Remove Account Access Remove access to your account	Click 'Select' Button to continue	<input type="button" value="Select"/> ←

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