



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 “**Pay/View my Bill.**” (*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	Select
Edit Account Access Edit access to your account	Click 'Select' Button to continue	Select
Remove Account Access Remove access to your account	Click 'Select' Button to continue	Select

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