



SEATTLE UNIVERSITY

Third Party Proxy

Instruction Guide

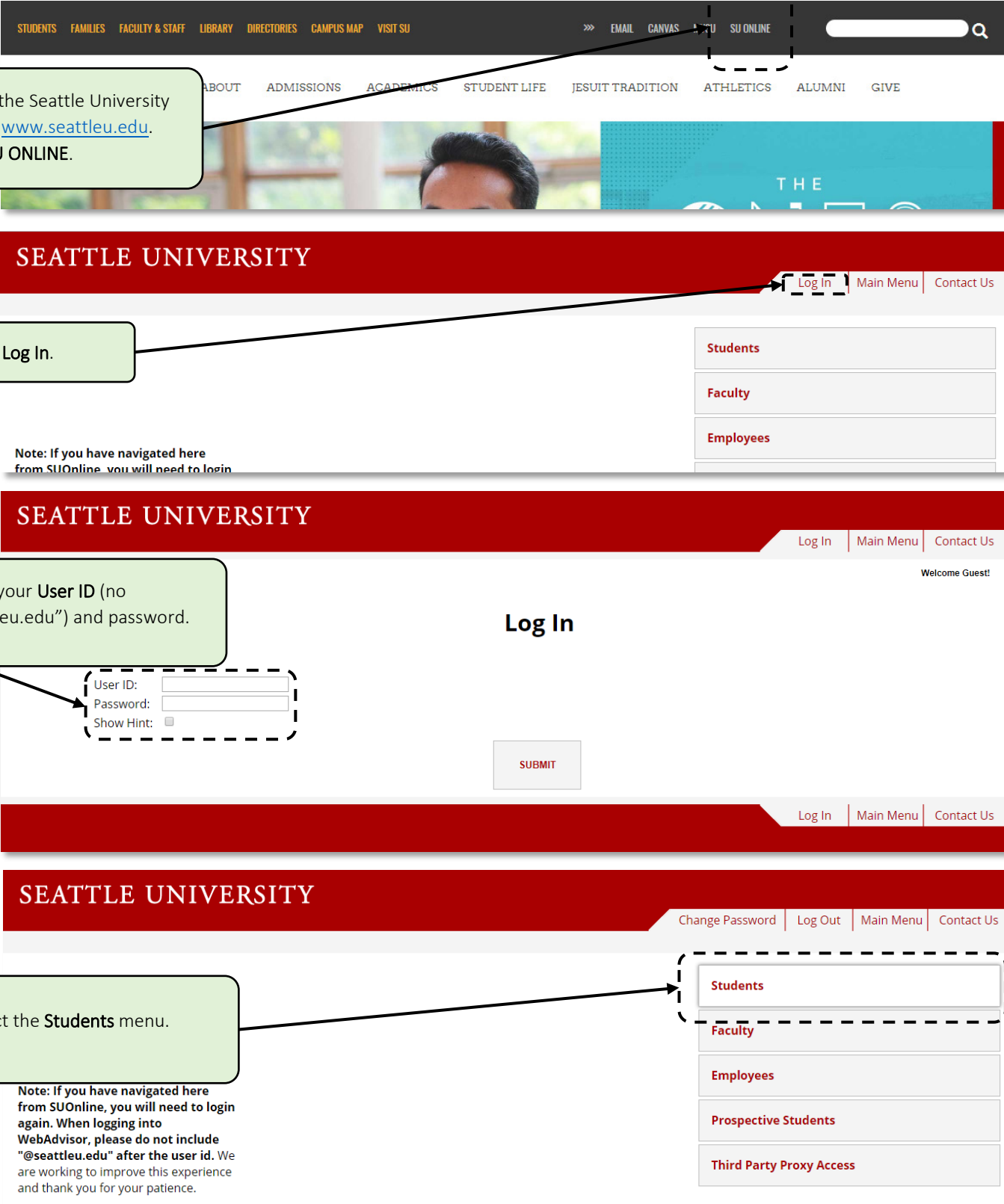
Last Revised: October 12, 2017

Table of Contents

Section 1: Third Party Proxy Access to Financial Aid Information	3
1.1 Students: How to Set Up Third Party Proxy Access for Financial Aid	3
1.2 Students: How to Edit or Remove Access to Your Financial Aid Information.....	7
1.3 Authorized Third Party Proxies: How to Access Your Account to View Financial Aid for the First Time.....	9
1.4 Authorized Third Party Proxies: How to View Your Student’s Financial Aid Information	12
1.5 Authorized Third Party Proxies: How to Reset a Password	15
1.6 Authorized Third Party Proxies: How to Switch Back to See Your Student’s Account	16
Section 2: Authorized User Access to the Student Account Center	17
2.1 Students: Setting Up an Authorized User to View and Pay Your Bills and Tax Information.....	17
2.2 Authorized Users: Completing the One-Time Setup of Your Account in the Student Account Center.....	21
2.3 Authorized Users: Getting to the Student Account Center	25
2.4 Authorized Users: Change Your Password to the Student Account Center	26
2.5 Authorized Users: Forgot Password for Student Account Center	27
Section 3: Getting Help	28
3.1 Third Party Access to Academic Records	28
3.2 Who to Contact	28

Section 1: Third Party Proxy Access to Financial Aid Information

1.1 Students: How to Set Up Third Party Proxy Access for Financial Aid



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

2. Select **Log In.**

Note: If you have navigated here from SUOnline, you will need to login.

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

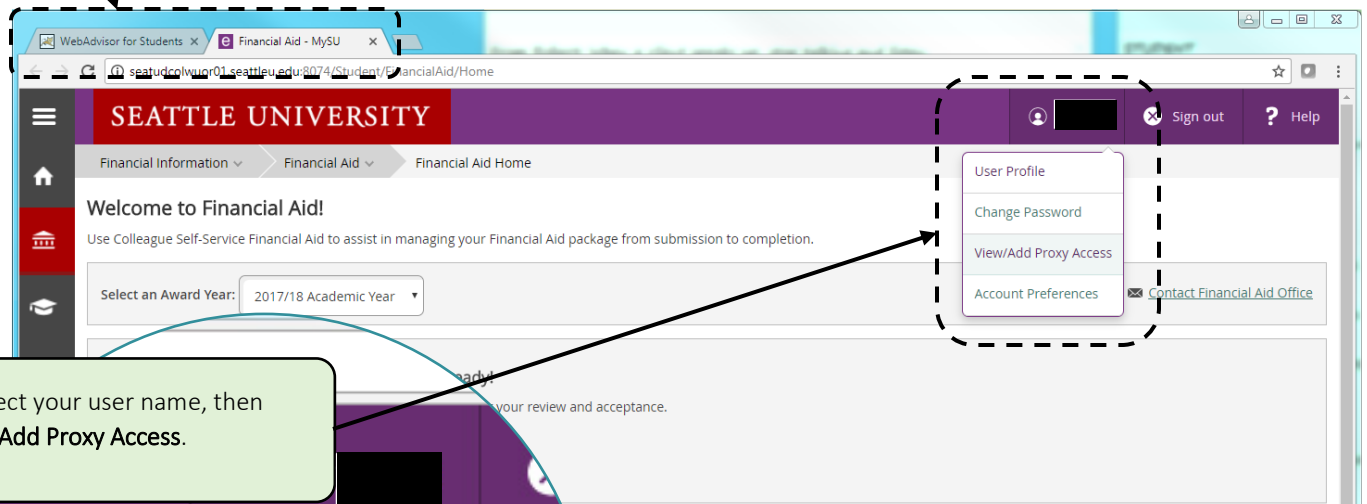
4. Select the **Students menu.**

Note: If you have navigated here from SUOnline, you will need to login again. When logging into WebAdvisor, please do not include "@seattleu.edu" after the user id. We are working to improve this experience and thank you for your patience.

5. Select **Third Party Proxy Access**.

[User Account](#)[My profile](#)[Change Address](#)[Update Emergency Contact](#)[Third Party Proxy Access](#)[Registration](#)[Registration Time](#)[Check Holds](#)[School Of Law Students](#)[Law Exam Number](#)[Financial Aid](#)[Cost of Attendance & Estimated Family Contribution](#)[Conditions of Award](#)[Financial Aid Self Service Portal](#)[Work Study Authorization Form](#)[Summer Financial Aid Application](#)

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



SEATTLE UNIVERSITY

Financial Information > Financial Aid > Financial Aid Home

Welcome to Financial Aid!

Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2017/18 Academic Year

- User Profile
- Change Password
- View/Add Proxy Access
- Account Preferences

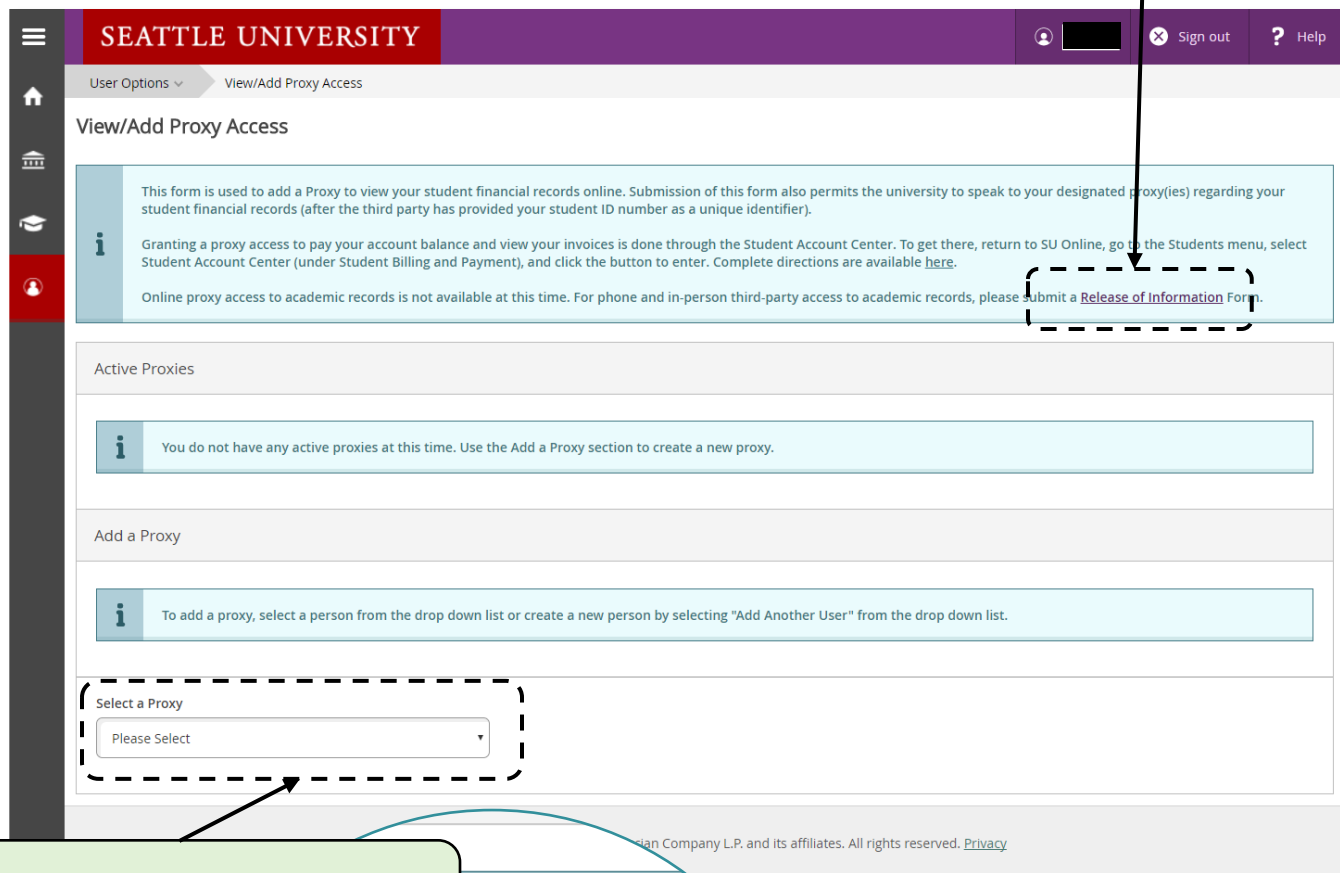
Contact Financial Aid Office

6. Select your user name, then **View/Add Proxy Access**.

[User Profile](#)[Change Password](#)[View/Add Proxy Access](#)[Account Preferences](#)

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](#)



7. Select either a person who already is on record as having a relationship to you, or select **Add Another User**.

Select a Proxy

Please Select

Please 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.

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.

Access *
 Allow Complete Access
 Allow Select Access

Financial Aid	Select All	General
Award Letter	<input checked="" type="checkbox"/>	Notifications <input checked="" type="checkbox"/>
Financial Aid Home	<input checked="" type="checkbox"/>	
My Awards	<input checked="" type="checkbox"/>	
Required Documents	<input checked="" type="checkbox"/>	
Federal Shopping Sheet	<input checked="" type="checkbox"/>	

Disclosure Agreement
 Your student academic and financial records are protected under FERPA (Family Educational Rights and Privacy Act). The authorization below will provide the third party, designated by you above, online access to your student financial information. The authorization below will provide the third party, designated by you above, online access to your student financial information. This authorization also allows the University to speak to the designated third party on the phone (after the third party has provided your Student ID number as a unique identifier) regarding your student financial information.
 I understand that by submitting the Proxy Access form, I am authorizing the person(s) selected to access the information I have indicated. I know that I can permit this authorization or revoke this authorization at any time through this Proxy Access form.
[Additional information about your rights under FERPA can be found here.](#)
 I authorize the institution to disclose my information to this party

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**.

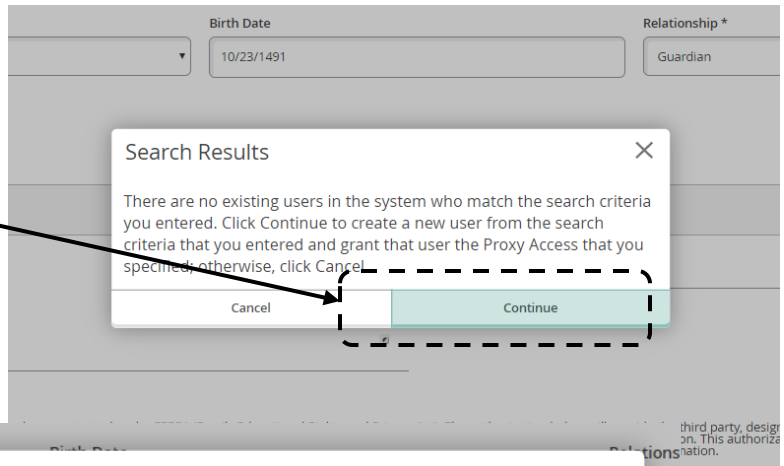
The system will check your password and then see if someone with the information you entered already exists.

Password Verification

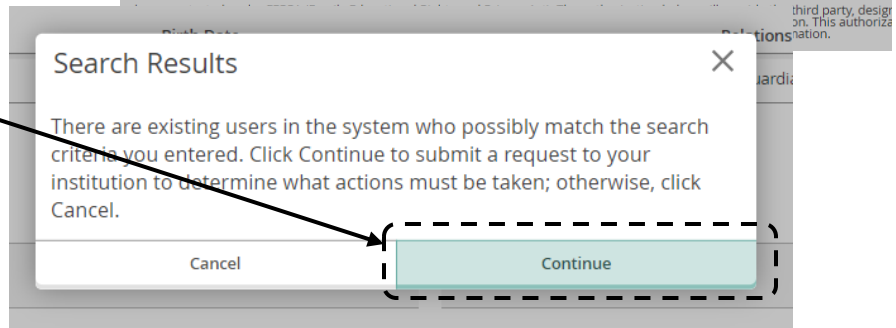
Please reenter your password to continue:

Notifications

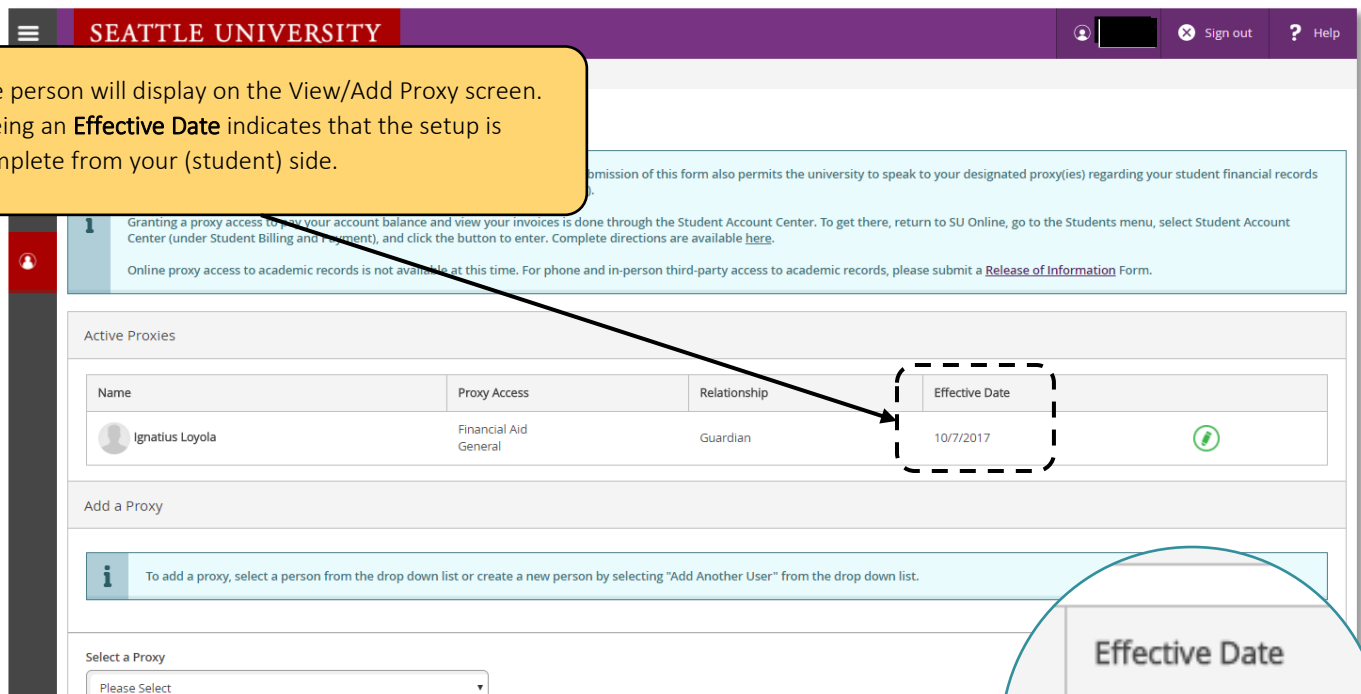
12. If no existing users are found, then select **Continue**.



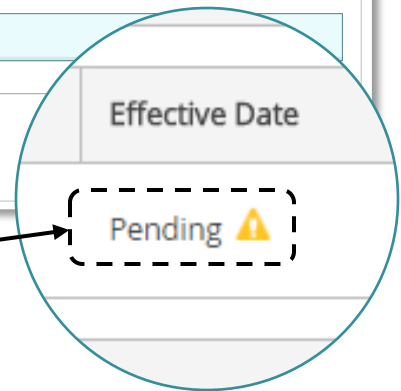
Or if possible duplicate proxies already exist you can either **Cancel** the setup or select **Continue** to have the issue looked into by the Registrar's Office.



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

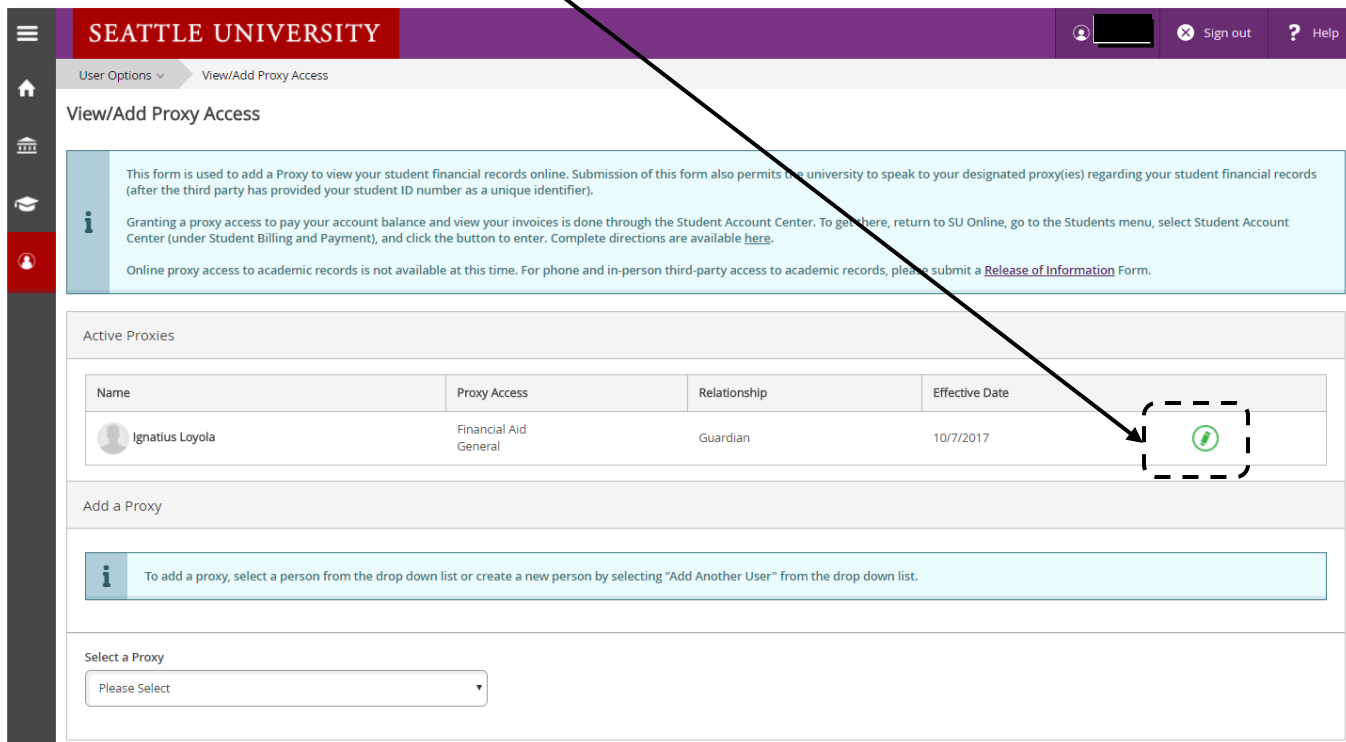


If a possible match was found, the Third Party Proxy account has not been completely set up, and will show as **Pending**. Your proxy will not receive any log-in permission or notification email until they have been verified as a unique user by the Office of the Registrar. Please allow up to three business days for this.



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.



SEATTLE UNIVERSITY

User Options View/Add Proxy Access

View/Add Proxy Access

This form is used to add a Proxy to view your student financial records online. Submission of this form also permits the university to speak to your designated proxy(ies) regarding your student financial records (after the third party has provided your student ID number as a unique identifier).

Granting a proxy access to pay your account balance and view your invoices is done through the Student Account Center. To get there, return to SU Online, go to the Students menu, select Student Account Center (under Student Billing and Payment), and click the button to enter. Complete directions are available [here](#).

Online proxy access to academic records is not available at this time. For phone and in-person third-party access to academic records, please submit a [Release of Information Form](#).

Name	Proxy Access	Relationship	Effective Date
Ignatius Loyola	Financial Aid General	Guardian	10/7/2017

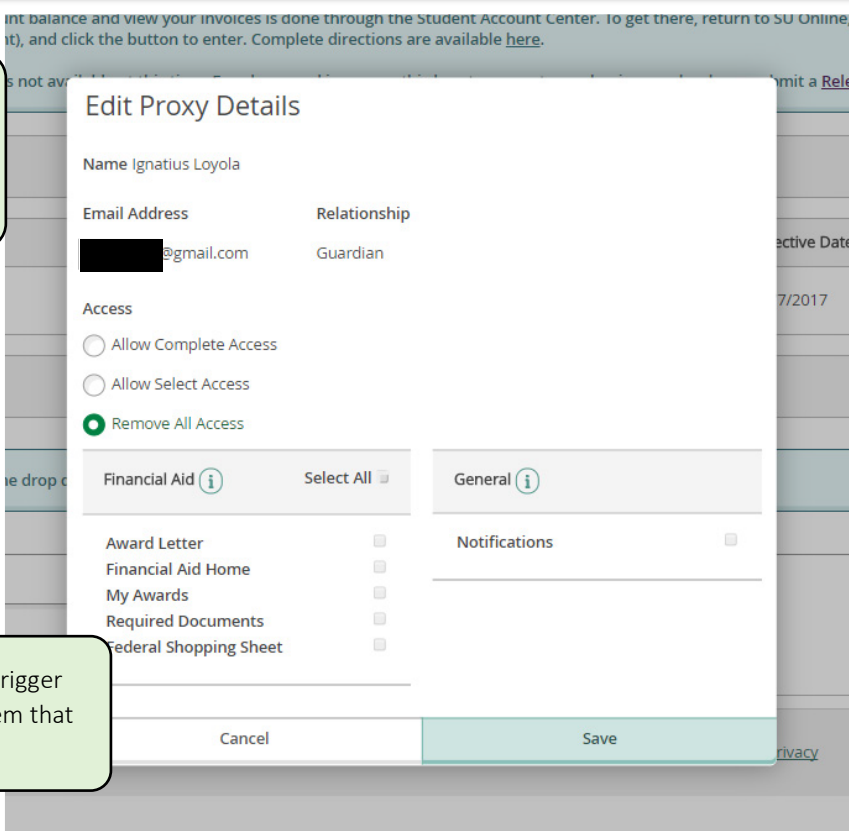
Add a Proxy

To add a proxy, select a person from the drop down list or create a new person by selecting "Add Another User" from the drop down list.

Select a Proxy

Please Select

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.



Edit Proxy Details

Name Ignatius Loyola

Email Address [Redacted]@gmail.com Relationship Guardian

Effective Date 10/7/2017

Access

Allow Complete Access

Allow Select Access

Remove All Access

Financial Aid *i* Select All

General *i*

Award Letter

Financial Aid Home

My Awards

Required Documents

Federal Shopping Sheet

Notifications

Cancel Save

Any changes that you make to this access will trigger an email to the Third Party Proxy informing them that their access has changed.

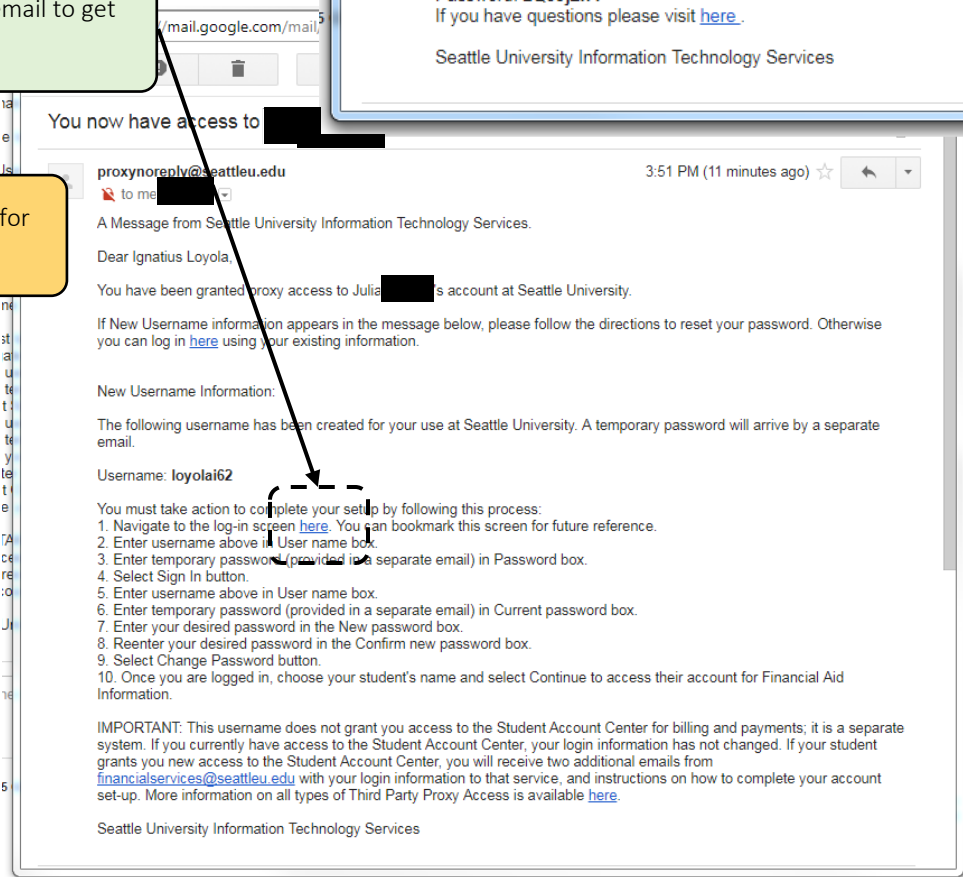
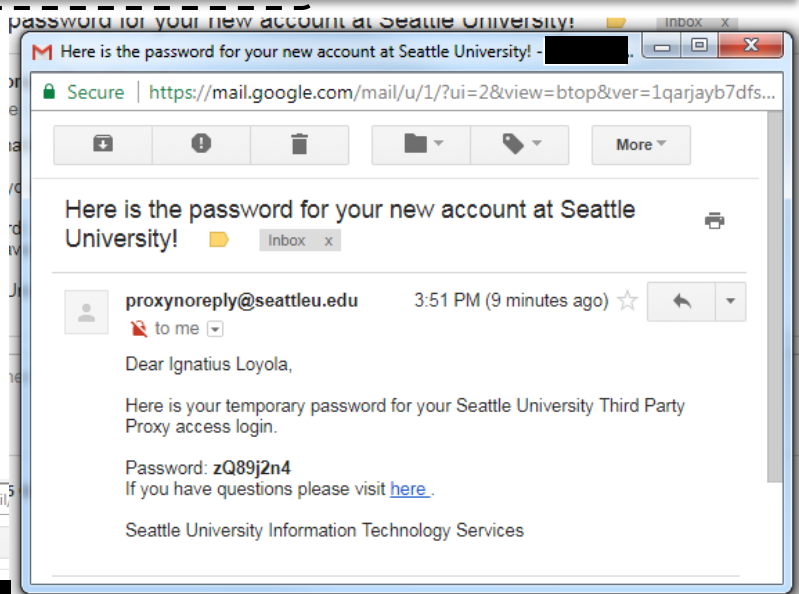
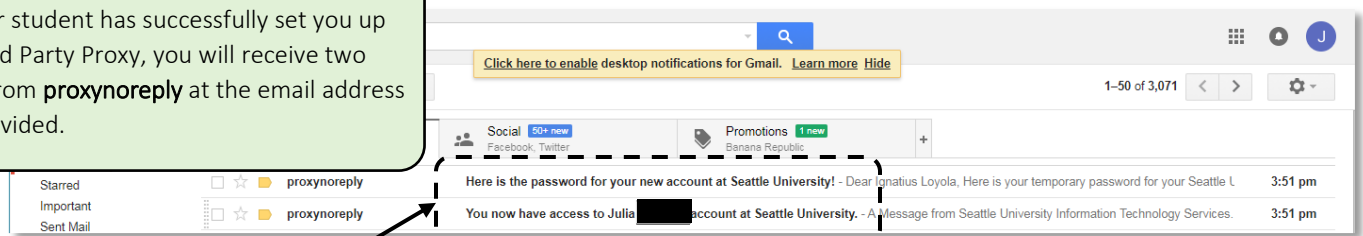
1.3 Authorized Third Party Proxies: How to Access Your Account to View Financial Aid for the First Time

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.

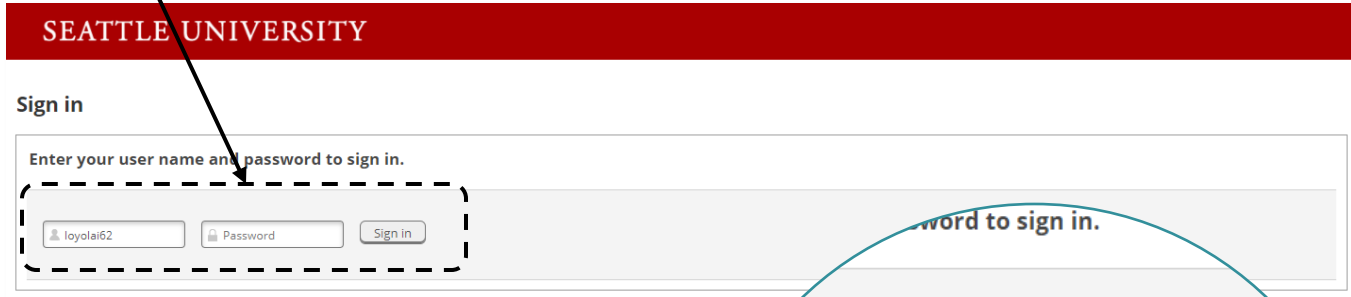
TIP: One will contain instructions and the other will have a temporary password.

2. Use the link provided in the email to get to the log-in screen.

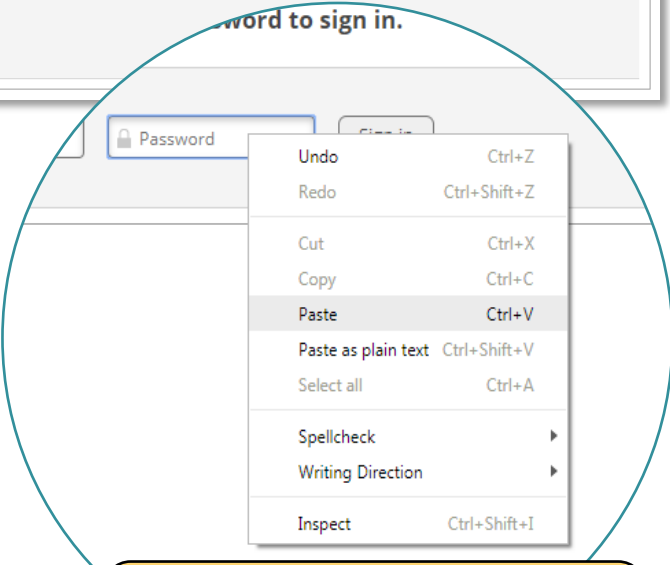
TIP: Bookmark the login screen for future reference



3. Enter the **username** and **password** from the emails you received.

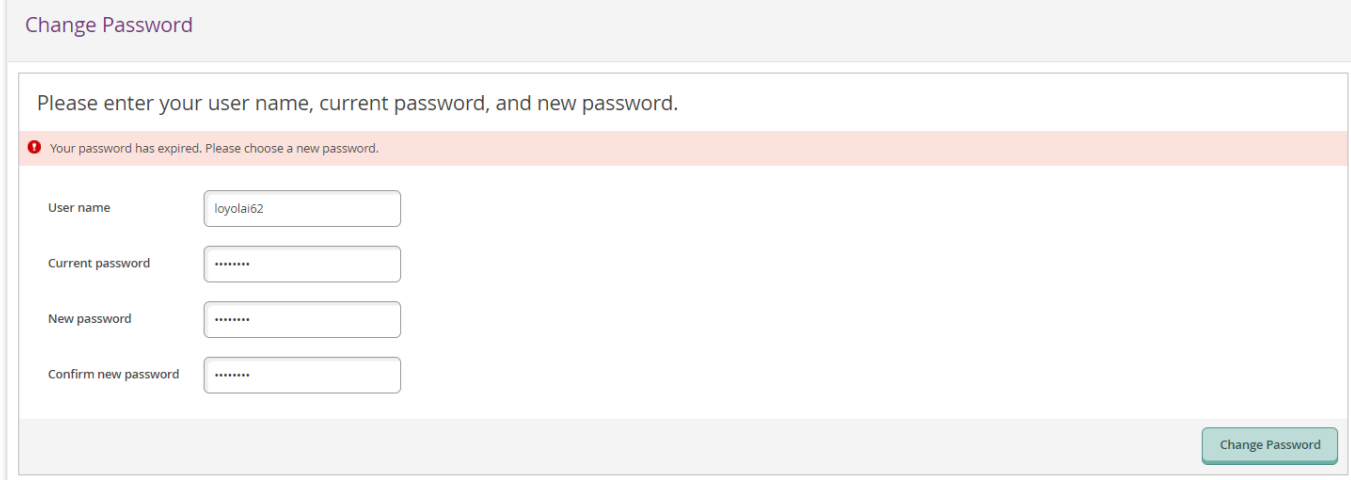


TIP: To make it easier to get the password correct, use **copy** and **paste**. To copy the password from the email, highlight it with your mouse, being careful NOT to include any spaces before or after it. Right click on it and select **Copy**. Or, from a Mac, use the keyboard shortcut **[Apple] + C**.




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**.



SEATTLE UNIVERSITY

Change Password

✓ Your password has been successfully changed.

Please [sign in using your new password to continue](#).

SEATTLE UNIVERSITY © 2000-2017 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)



SEATTLE UNIVERSITY

Sign In

User name

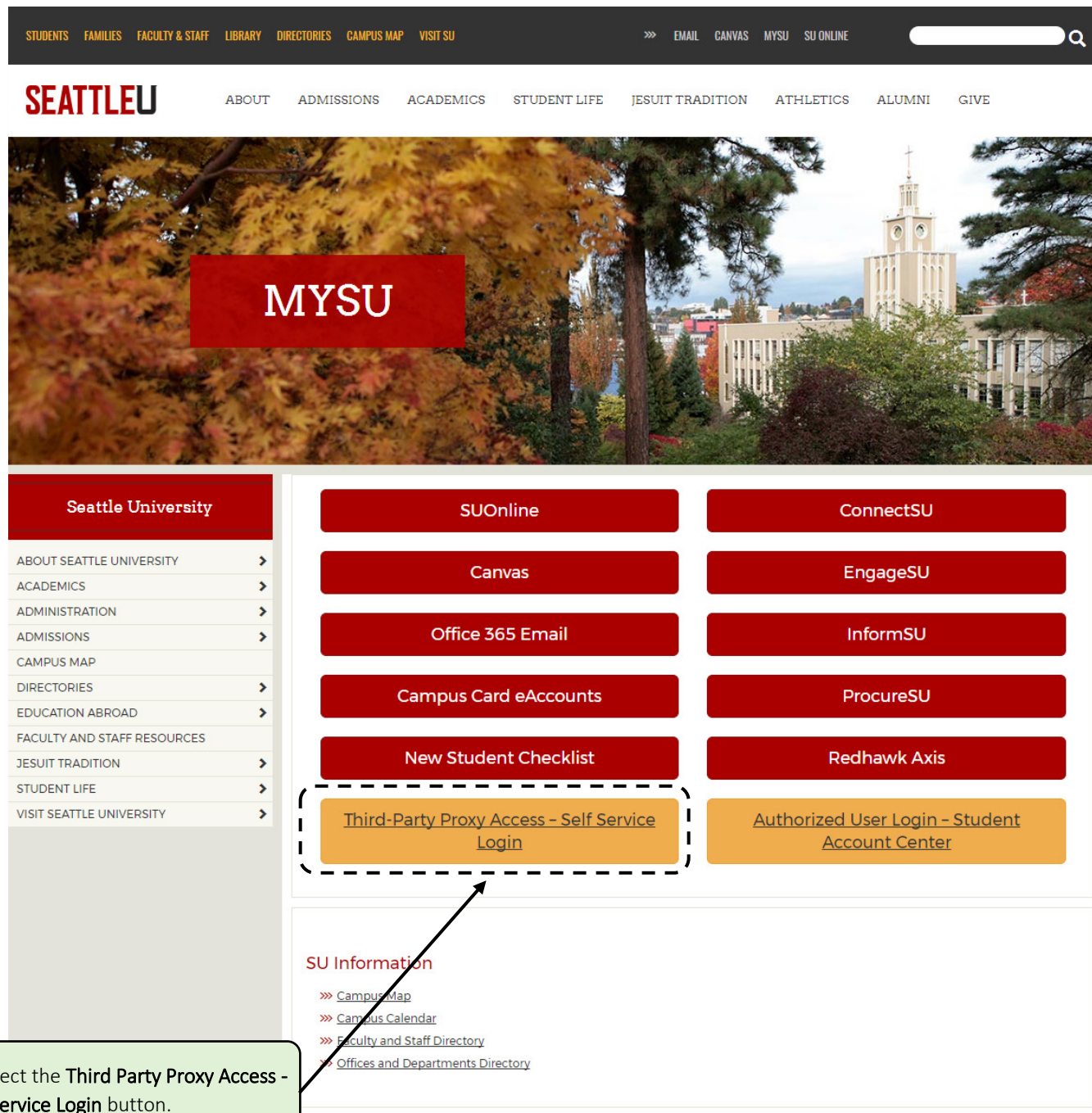
Password

Sign In

SEATTLE UNIVERSITY © 2000-2017 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

1.4 Authorized Third Party Proxies: How to View Your Student's Financial Aid Information

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



The screenshot shows the Seattle University website. At the top, there is a navigation bar with links for STUDENTS, FAMILIES, FACULTY & STAFF, LIBRARY, DIRECTORIES, CAMPUS MAP, VISIT SU, EMAIL, CANVAS, MYSU, and SU ONLINE. Below this is the SEATTLEU logo and a secondary navigation bar with links for ABOUT, ADMISSIONS, ACADEMICS, STUDENT LIFE, JESUIT TRADITION, ATHLETICS, ALUMNI, and GIVE. The main content area features a large image of a building with a red overlay containing the text 'MYSU'. Below the image is a grid of service buttons: SUOnline, ConnectSU, Canvas, EngageSU, Office 365 Email, InformSU, Campus Card eAccounts, ProcureSU, New Student Checklist, Redhawk Axis, Third-Party Proxy Access - Self Service Login, and Authorized User Login - Student Account Center. The 'Third-Party Proxy Access - Self Service Login' button is highlighted with a dashed box and an arrow pointing to a callout box. Below the grid is an 'SU Information' section with links for Campus Map, Campus Calendar, Faculty and Staff Directory, and Offices and Departments Directory.

Seattle University

- ABOUT SEATTLE UNIVERSITY >
- ACADEMICS >
- ADMINISTRATION >
- ADMISSIONS >
- CAMPUS MAP
- DIRECTORIES >
- EDUCATION ABROAD >
- FACULTY AND STAFF RESOURCES
- JESUIT TRADITION >
- STUDENT LIFE >
- VISIT SEATTLE UNIVERSITY >

SU Information

- >> [Campus Map](#)
- >> [Campus Calendar](#)
- >> [Faculty and Staff Directory](#)
- >> [Offices and Departments Directory](#)

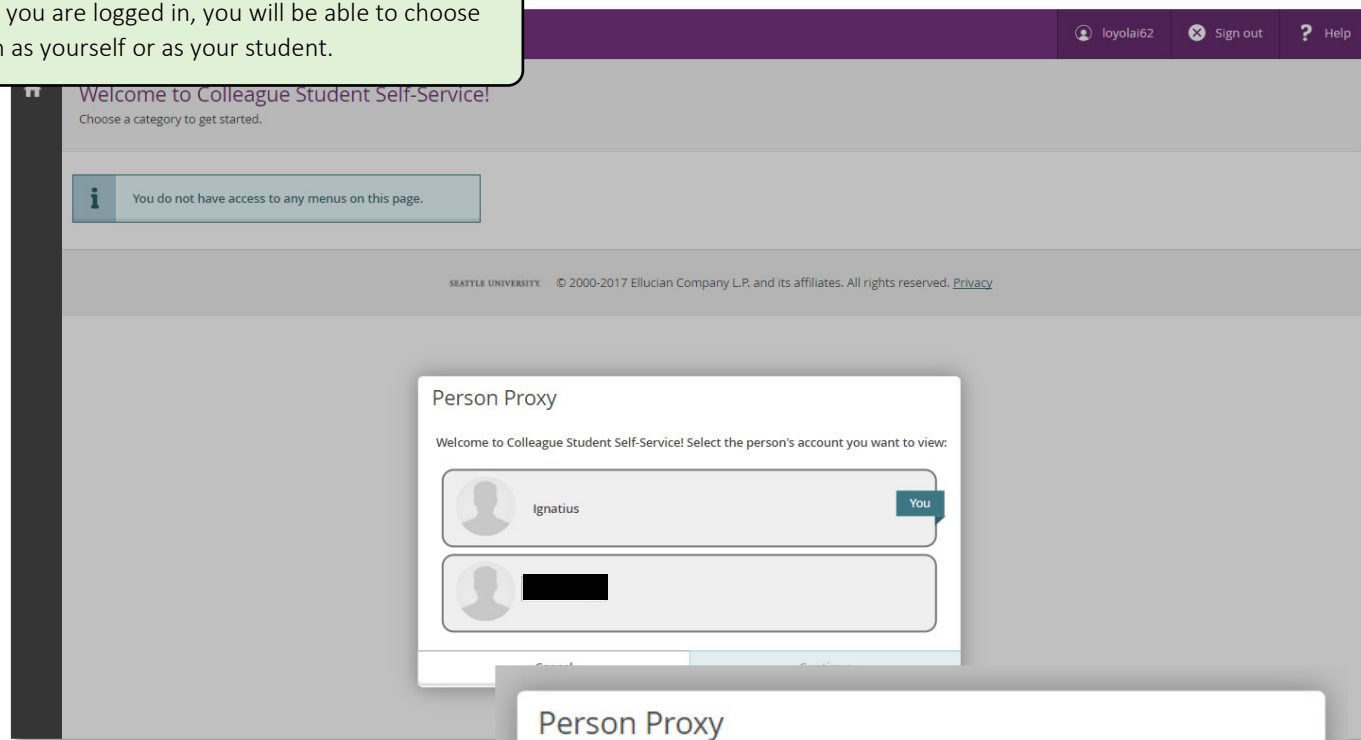
2. Select the **Third Party Proxy Access - Self Service Login** button.

3. On the sign-in page, enter your username and password

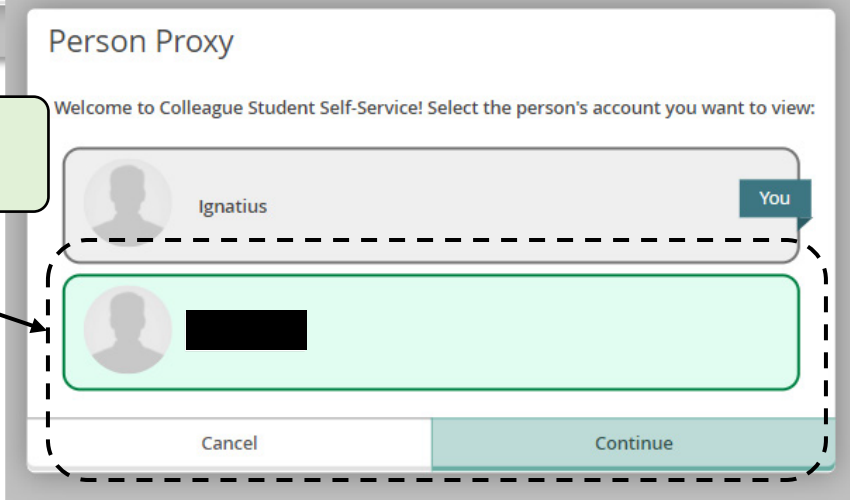
TIP: If you enter incorrect login information too many times, you will be locked out for 15 minutes. Please wait 15 minutes and try again.



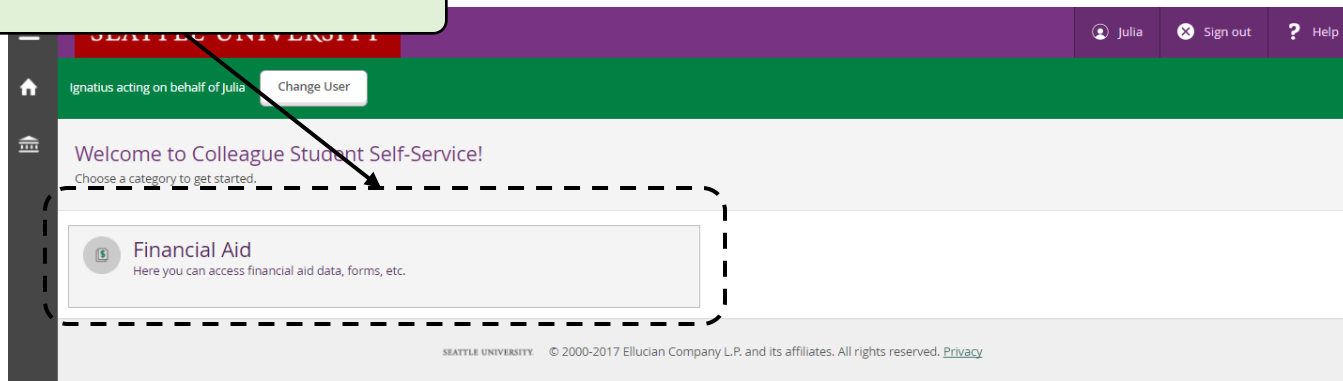
4. Once you are logged in, you will be able to choose to log in as yourself or as your student.



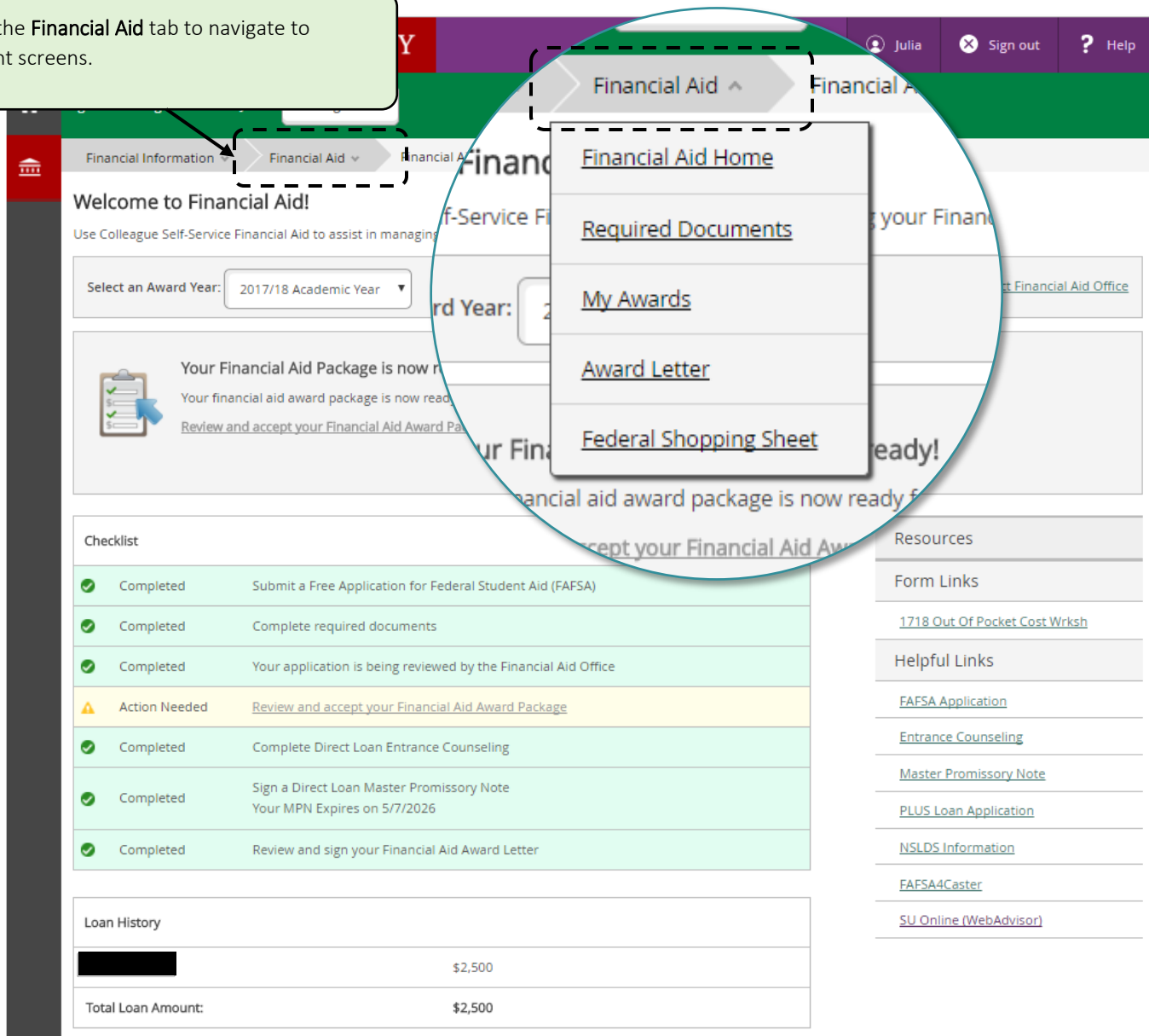
5. Choose your student's name, and click **Continue**.



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.

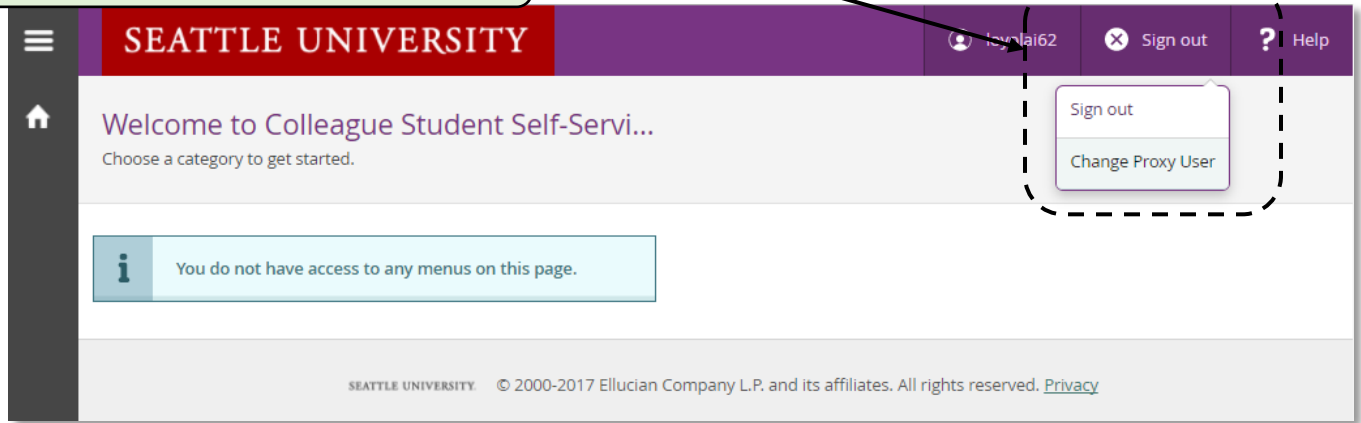
Office of the Registrar – registrar@seattleu.edu.

You will receive an email at the same email address you have associated with your account. Please allow three business days for this.

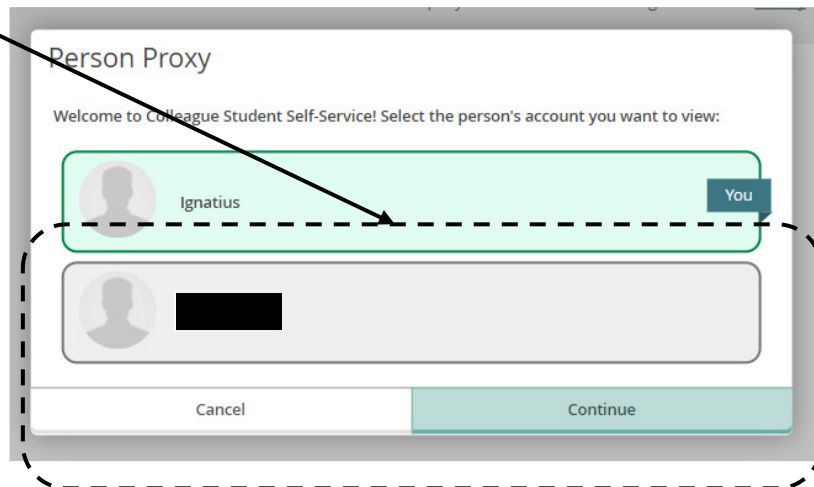
1.6 Authorized Third Party Proxies: How to Switch Back to See Your Student's Account

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**.



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



STUDENTS FAMILIES FACULTY & STAFF LIBRARY DIRECTORIES CAMPUS MAP VISIT SU » EMAIL CANVAS MFA SU ONLINE

ABOUT ADMISSIONS ACADEMICS STUDENT LIFE JESUIT TRADITION ATHLETICS ALUMNI GIVE

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

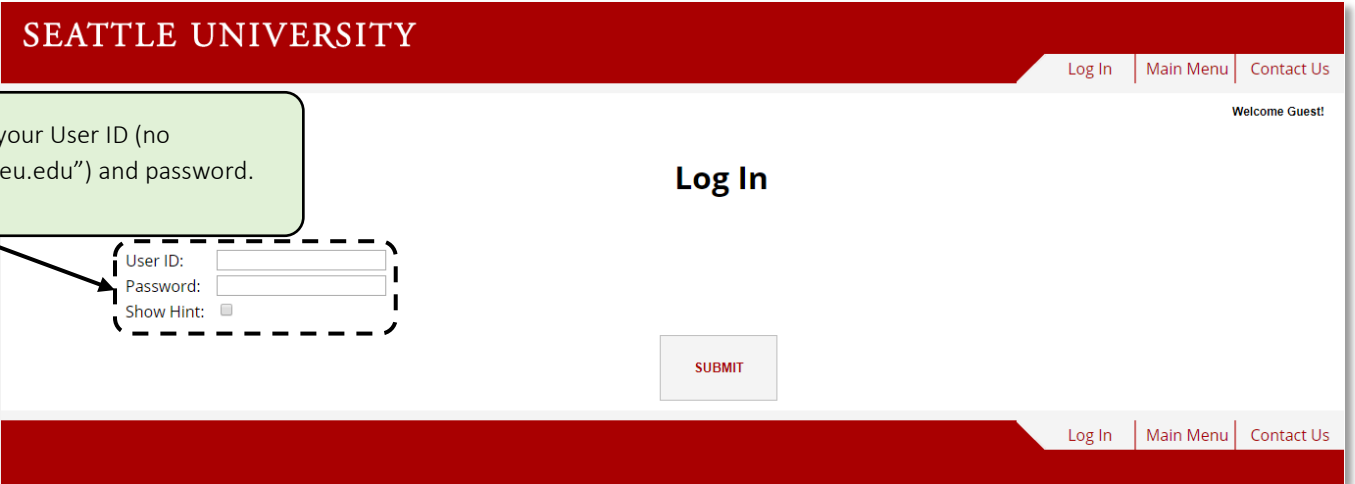


SEATTLE UNIVERSITY Log In Main Menu Contact Us

2. Select **Log In**.

Note: If you have navigated here from SUOnline, you will need to login

- Students
- Faculty
- Employees



SEATTLE UNIVERSITY Log In Main Menu Contact Us


Welcome Guest!

Log In

User ID:
 Password:
 Show Hint:

SUBMIT

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



SEATTLE UNIVERSITY Change Password Log Out Main Menu Contact Us

- Students
- Faculty
- Employees
- Prospective Students
- Third Party Proxy Access

4. Select the **Students** menu.

Note: If you have navigated here from SUOnline, you will need to login again. When logging into WebAdvisor, please do not include "@seattleu.edu" after the user id. We are working to improve this experience and thank you for your patience.

Current Students - WebAdvisor for Students Menu

Welcome

The following links may display confidential information.

User Account

[My profile](#)
[Contact](#)

Registration

[Registration Time](#)
[Check Holds](#)
[Search for Classes](#)
[Register for Classes](#)
[View Class Schedule](#)
[Manage Classes](#)
[Withdraw from Online Classes - Undergraduate Only](#)
[Manage My Waitlist](#)
[Video: How to Register](#)
[Video: Other features using SU Online](#)

Academic Profile

[Program evaluation](#)

School Of Law Students

[Law Exam Number](#)

Financial Aid

[Cost of Attendance & Estimated Family Contribution](#)
[Conditions of Award](#)
[Financial Aid Self Service Portal](#)
[Work Study Authorization Form](#)
[Summer Financial Aid Application](#)

Financial Aid Prior to 17-18

[Cost of Attendance & Estimated Family Contribution](#)
[Financial Aid Award Letter](#)
[Student Billing and Payment](#)
[Student Account Center \(Bills, Payment, Deposits\)](#)
[View Bills Prior to Fall Term 2016](#)

Tax Information

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

Welcome

6. Click the button to be taken to the Student Account Center.

Student Account Center (Bills, Payment, Deposits)

PLEASE NOTE: In order to view your bill, you will need to use Internet Explorer as your browser

[Student Account Center](#)

Announcement

Welcome to the new look of your

7. Select **Authorized Users** to view current authorized users.

party access to your account. If you have any questions, please contact us at financialservices@seattleu.edu.

Please note that Student account Due Dates (non Law) are as follows:

- Summer - June 20th
- Fall - September 20th
- Winter - December 20th
- Spring - March 20th

Any charges for a given term which occur after the published due date will be due in 10 business days.



To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.

Student Account

ID: xx [redacted] \$

Balance

\$4,487.00

- [Make Payment](#)
[View Activity](#)
[Enroll in Payment Plan](#)

Statements

You currently do not have any billing statements.

Term Balances

Fall 2017	\$4,487.00
-----------	------------

My Profile Setup

- [Authorized Users](#)
- [My Payment Profile](#)
- [Electronic Refunds](#)
- [Notifications](#)

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Current Authorized Users

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
Patrick [redacted]	[redacted]	Edit Delete Show Agreement

[Add Authorized User](#)

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.

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement and account activity? Yes No

Would you like to allow this person to view your 1098-T tax statement? Yes No

Would you like to allow this person to view your payment history and account activity? Yes No

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

Logged in as: Caroline Barry Craigher

Agreement to Add Authorized User

I hereby authorize **Seattle University** to grant harris.josh@gmail.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Monday, October 9, 2017.

For fraud detection purposes, your internet address has been logged:
66.194.72.22 at 10/9/17 1:57:39 PM PDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

I Agree

Authorized Users

Thank you. We have sent an e-mail to harris.josh@gmail.com with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.
(Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

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.

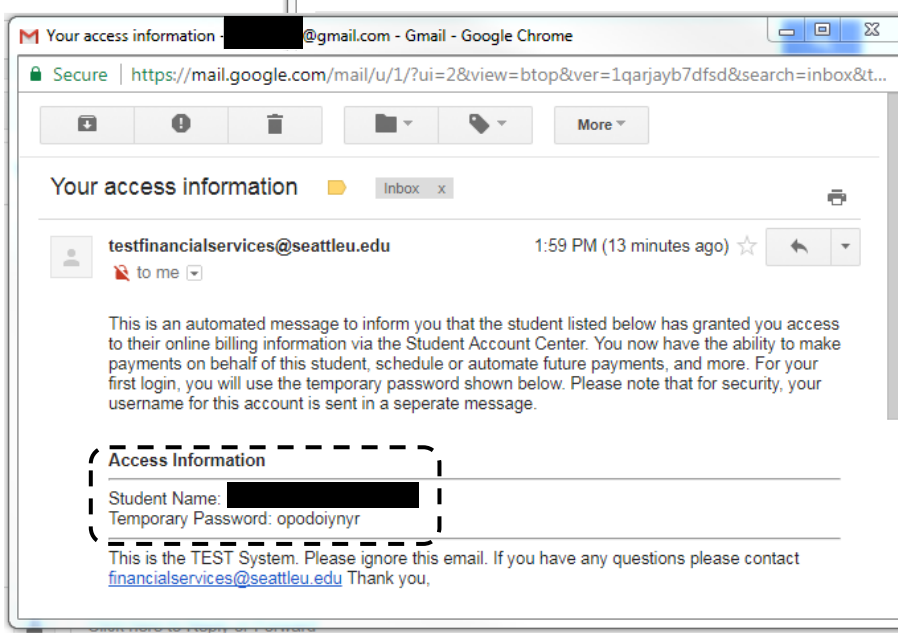
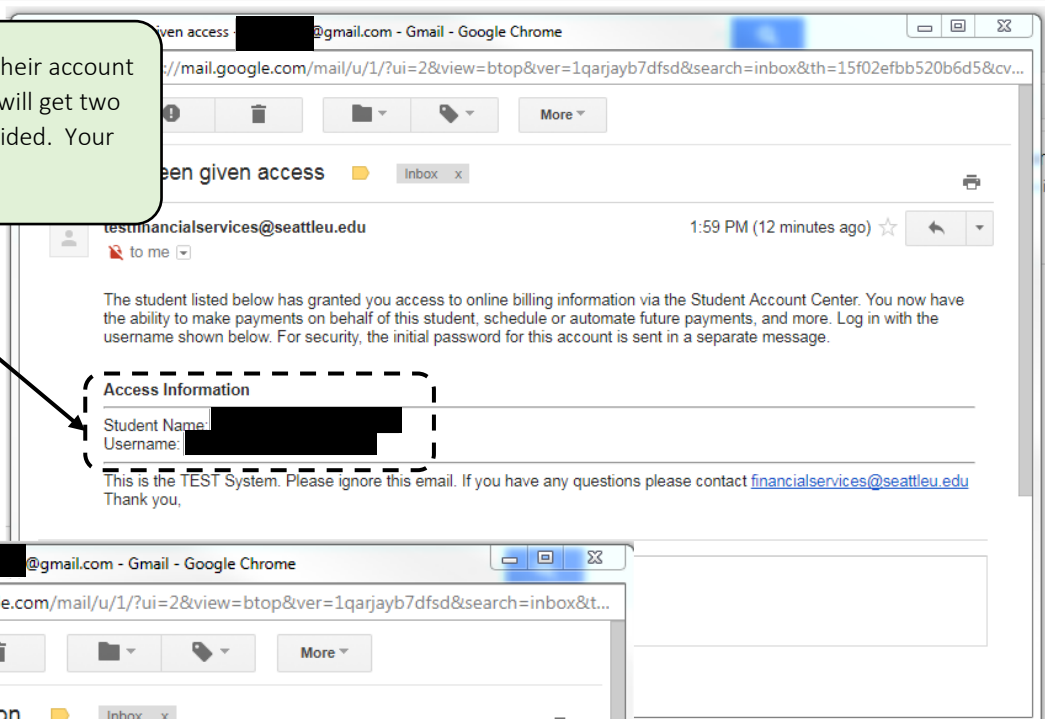
If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
Patrick [REDACTED]	[REDACTED]	Edit Delete Show Agreement
	[REDACTED]@gmail.com	Edit Delete Show Agreement

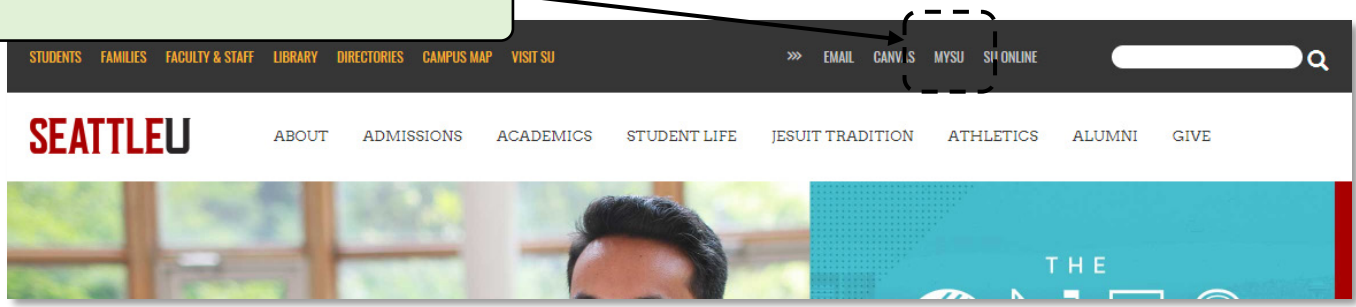
2.2 Authorized Users: Completing the One-Time Setup of Your Account in the Student Account Center

- ☆ ● testfinancialservices **Your access information** - This is an automated message to inform you that the student listed below has gr 1:59 pm
- ☆ ● testfinancialservices **You have been given access** - The student listed below has granted you access to online billing informati 1:59 pm

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**.



**Seattle University**

- ABOUT SEATTLE UNIVERSITY >
- ACADEMICS >
- ADMINISTRATION >
- ADMISSIONS >
- CAMPUS MAP
- DIRECTORIES >
- EDUCATION ABROAD >
- FACULTY AND STAFF RESOURCES
- JESUIT TRADITION >
- STUDENT LIFE >
- VISIT SEATTLE UNIVERSITY >

SUOnline

ConnectSU

Canvas

EngageSU

Office 365 Email

InformSU

Campus Card eAccounts

ProcureSU

New Student Checklist

Redhawk Axis

[Third-Party Proxy Access - Self Service Login](#)[Authorized User Login - Student Account Center](#)

3. Select the **Authorized User Login–Student Account Center** button.

SU Information

- »» [Campus Map](#)
- »» [Campus Calendar](#)
- »» [Faculty and Staff Directory](#)
- »» [Offices and Departments Directory](#)

SEATTLEU

Students and Staff

**Indicates required information*

*University ID:

4. In the Email box, enter the email where you received your Authorized User password.

Authorized Users

Login for parents or others who have been granted access.

*Email:

*Password:

Login

Forgot your password?
Have a temporary password emailed to you.

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

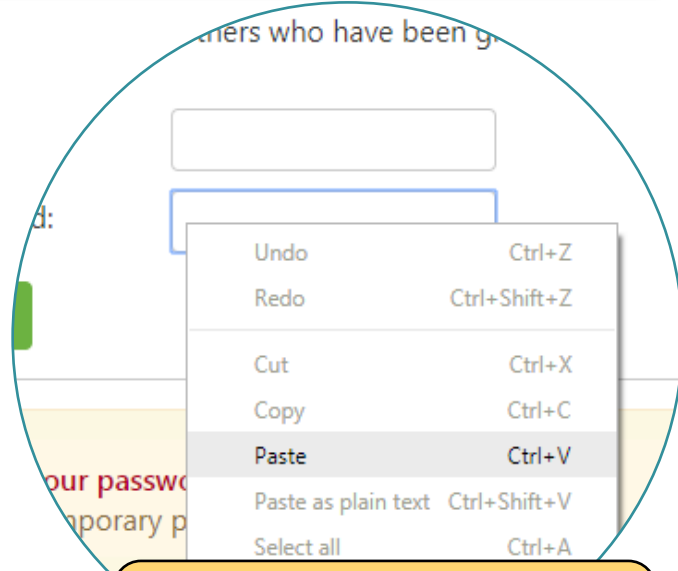
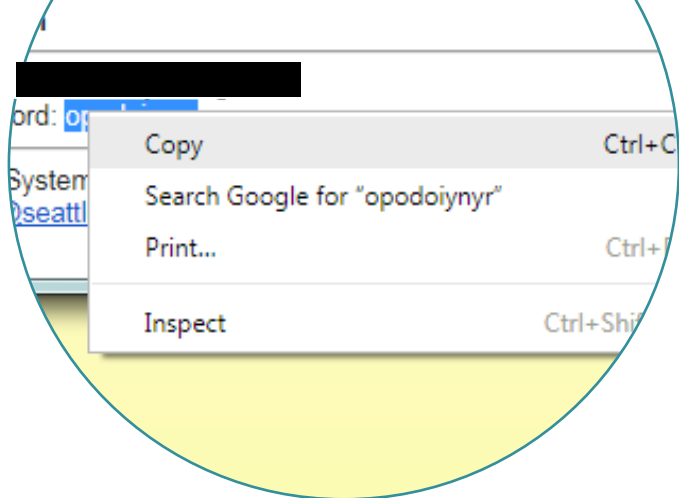
TIP: To make it easier to get the password correct, use **copy** and **paste**. To copy the password from the email, highlight it with your mouse, being careful NOT to include any spaces before or after it. Right click on it and select **Copy**. Or, from a Mac, use the keyboard shortcut **[Apple] + C**.

Welcome

Welcome to Seattle University Student Account Suite. This 24x7 service lets students and their families view bills, make payments, and manage the student account.

Students and staff may log in using their University ID and PIN. Parents, guardians, or employers require student permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to financialservices@seattleu.edu.

- Student Account Suite Features**
- Student Account Center**
 - Check your balance.
 - Make a payment towards your balance.
 - View your payment history.
 - Store your payment methods for quick and easy payment.
 - As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.
 - E-Billing**
 - View and print your billing statement.
 - Payment Plan Management**
 - Enroll in a payment plan so you can pay your balance in installments.
 - View your current payment plan status.
 - Make a payment toward one of your installments.
 - Schedule future installment payments.
 - Refunds**
 - Enter your bank account information so that refunds can be deposited into your account electronically.



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**.

Authorized User Profile Setup

Profile Setup

For security reasons, please change your password.

Name and E-mail Address

***Indicates required fields**

Your login ID: [REDACTED]@GMAIL.COM

*First Name:

*Last Name:

Email address:

Secondary email address:

Password Change

*Enter your new password:

(minimum 7 characters and at least one number or special character)

*Confirm your new password:

Profile changes were saved.

Announcement

Welcome to the new look of your Student Account Center!

We are pleased to present this new interface that we hope will make it easier for you to navigate your payments, refunds, and third-party access to your account. If you have any questions, please contact us at financialservices@seattleu.edu.

Please note that Student account Due Dates (non Law) are as follows:

Summer - June 20th
Fall - September 20th
Winter - December 20th

Student Account

ID: xxx[REDACTED]5

Balance \$4,487.00


Statements

Caroline Parry Craighead currently does not have any billing statements.

Term Balances

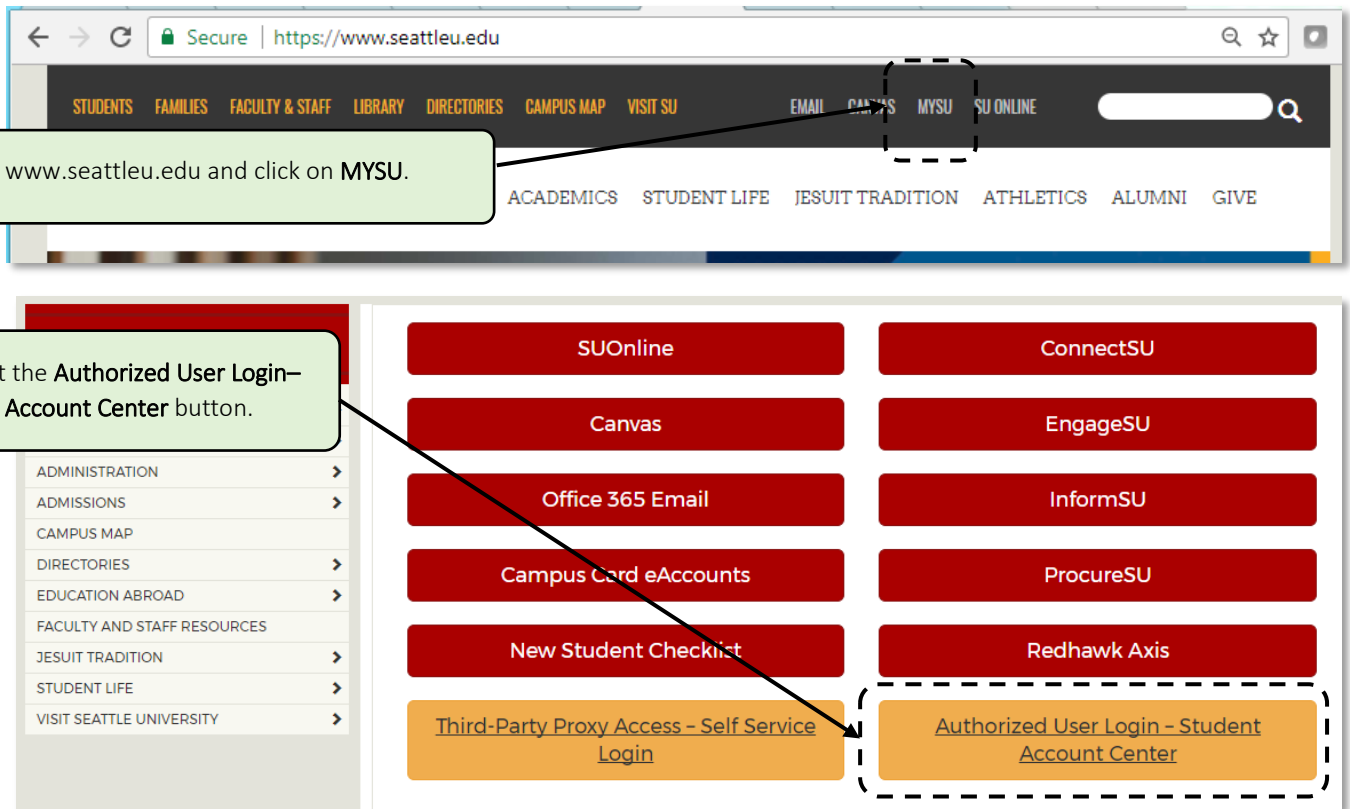
Fall 2017	\$4,487.00
-----------	------------

My Profile Setup

 [Personal Profile](#)

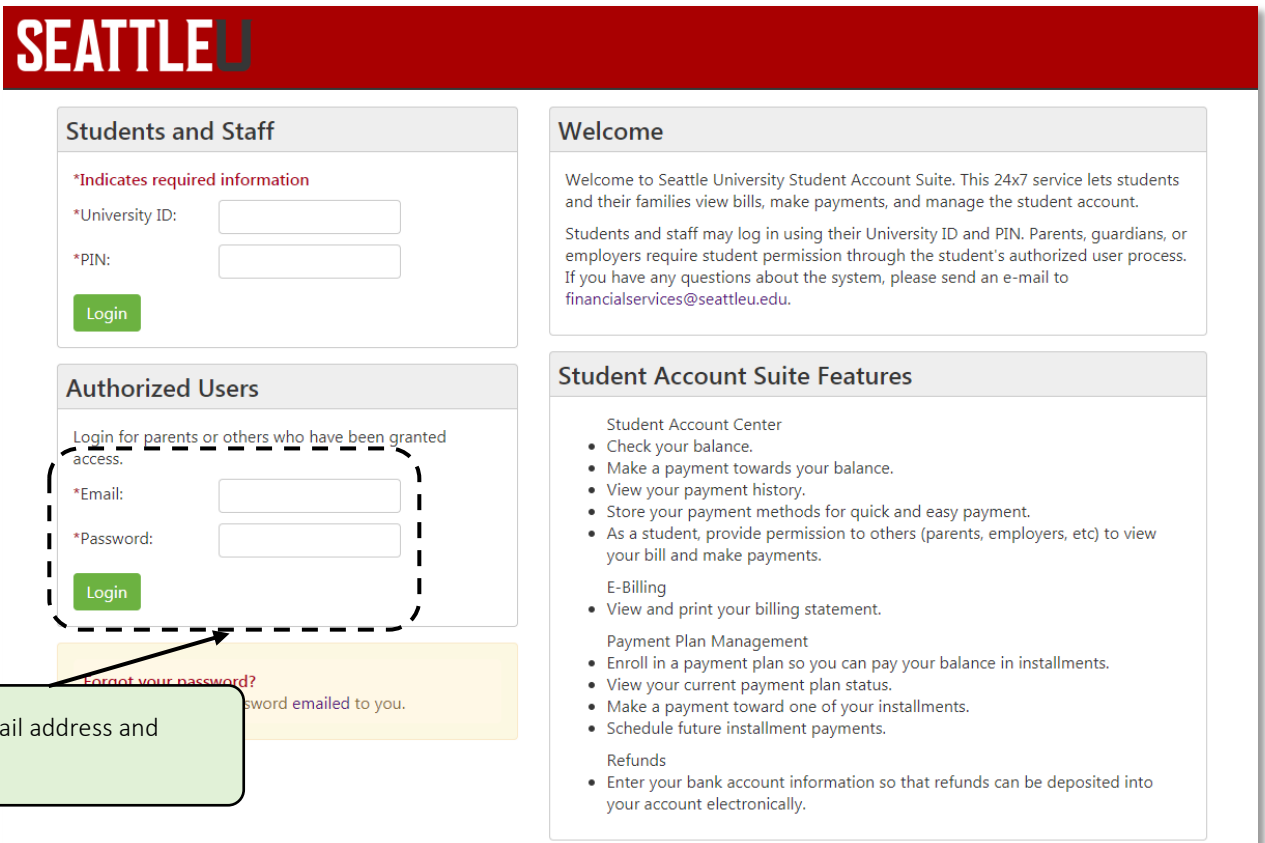
 [My Payment Profile](#)

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.



SEATTLE UNIVERSITY

Students and Staff

**Indicates required information*

*University ID:

*PIN:

Login

Authorized Users

Login for parents or others who have been granted access.

*Email:

*Password:

Login

[Forgot your password?](#) Password emailed to you.

Welcome

Welcome to Seattle University Student Account Suite. This 24x7 service lets students and their families view bills, make payments, and manage the student account.

Students and staff may log in using their University ID and PIN. Parents, guardians, or employers require student permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to financialservices@seattleu.edu.

Student Account Suite Features

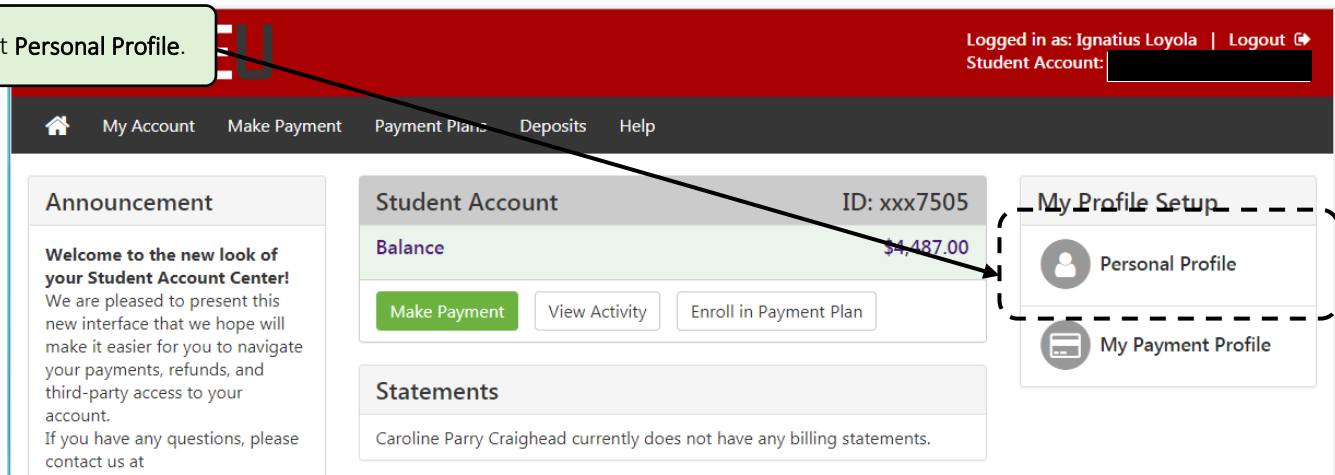
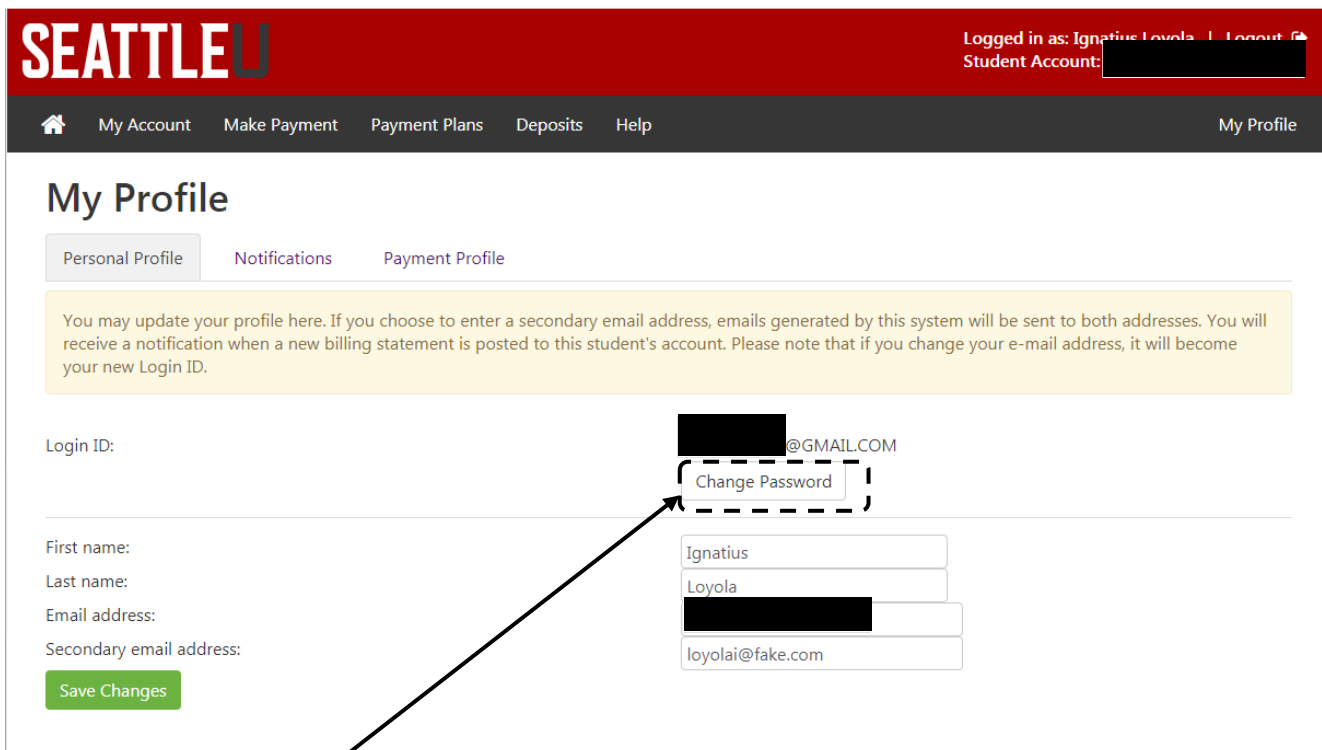
- Student Account Center**
 - Check your balance.
 - Make a payment towards your balance.
 - View your payment history.
 - Store your payment methods for quick and easy payment.
 - As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.
- E-Billing**
 - View and print your billing statement.
- Payment Plan Management**
 - Enroll in a payment plan so you can pay your balance in installments.
 - View your current payment plan status.
 - Make a payment toward one of your installments.
 - Schedule future installment payments.
- Refunds**
 - Enter your bank account information so that refunds can be deposited into your account electronically.

3. Enter your email address and password.

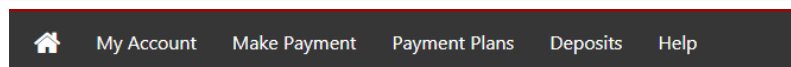
2.4 Authorized Users: Change Your Password to the Student Account Center

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

2. Select **Personal Profile**.

3. Select **Change Password**.



Change Password

Minimum 7 characters and at least one number or special character (XXXXXXX).

Enter your current password:

Enter your new password:

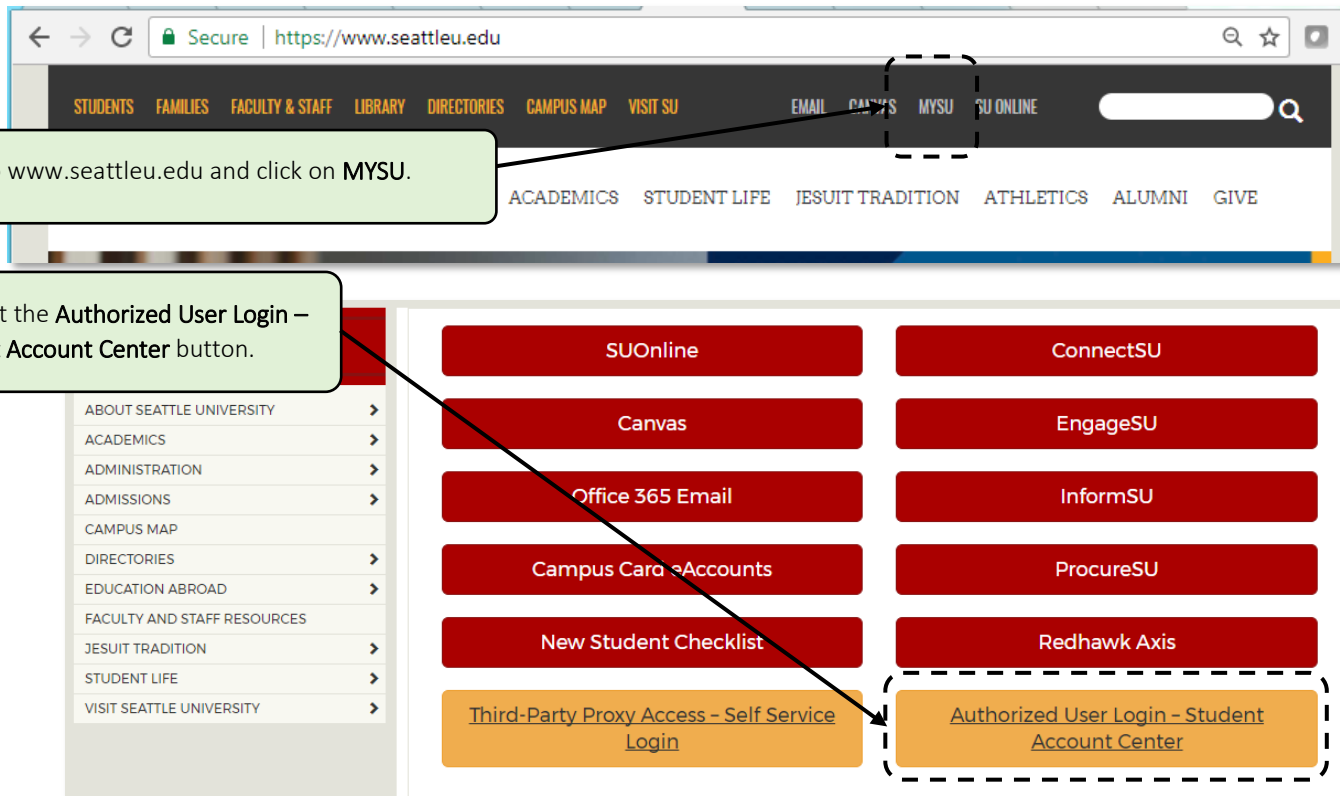
Confirm your new password:

Cancel

Save

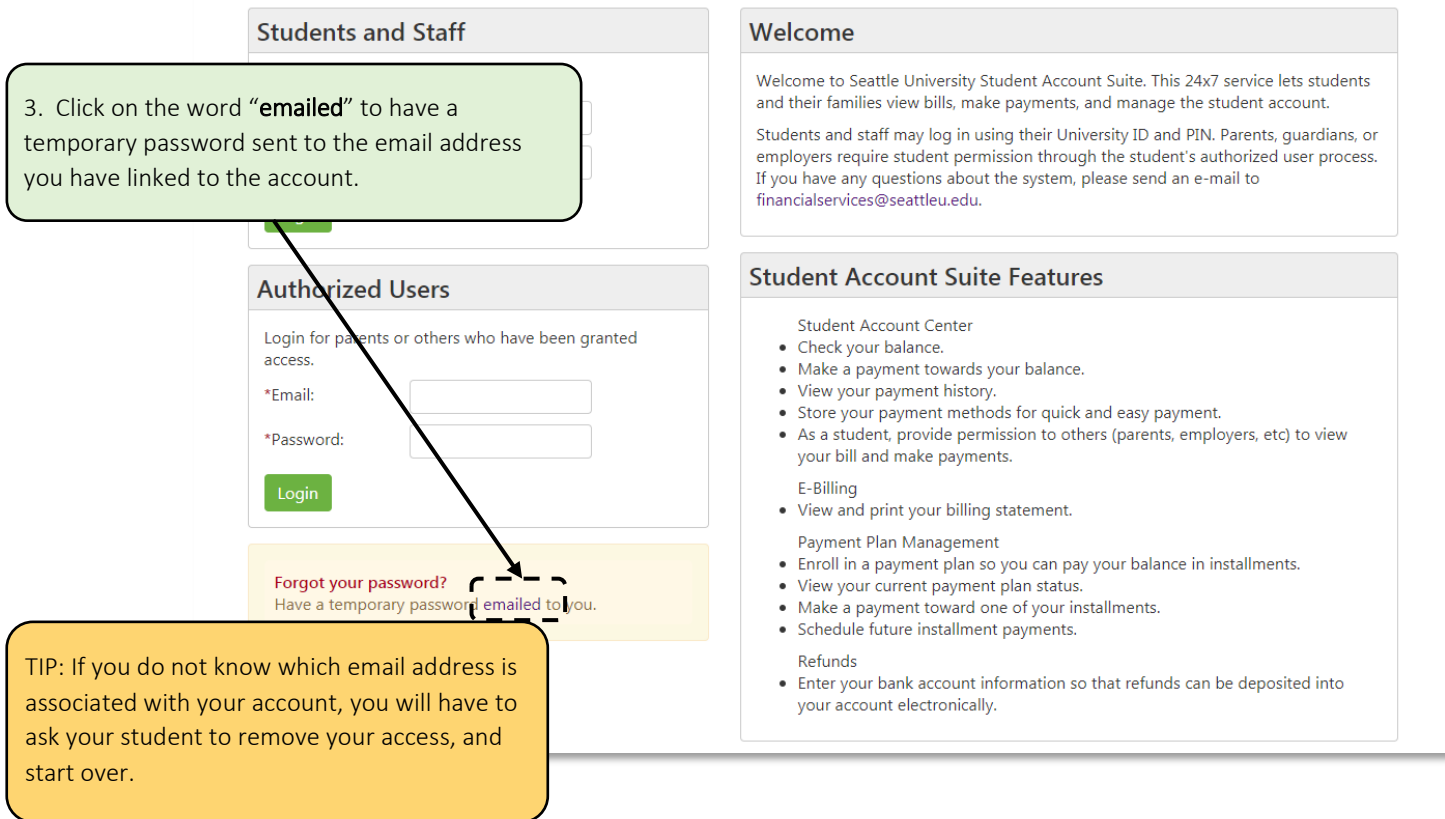
4. Enter your current and new passwords, and select **Save**.

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.