# Getting Started with the Student Account Center

1) Go to the Student-Self Service page.
2) Use the Student Self-Service button to log into the Student Information System (SIS).
3) After logging in, you will see the Student Services landing page. To open the Student Account Center, click on the "Student Account Center (Pay Now/Account Details/Authorize Payment Agents) link under Student Accounts Receivable.
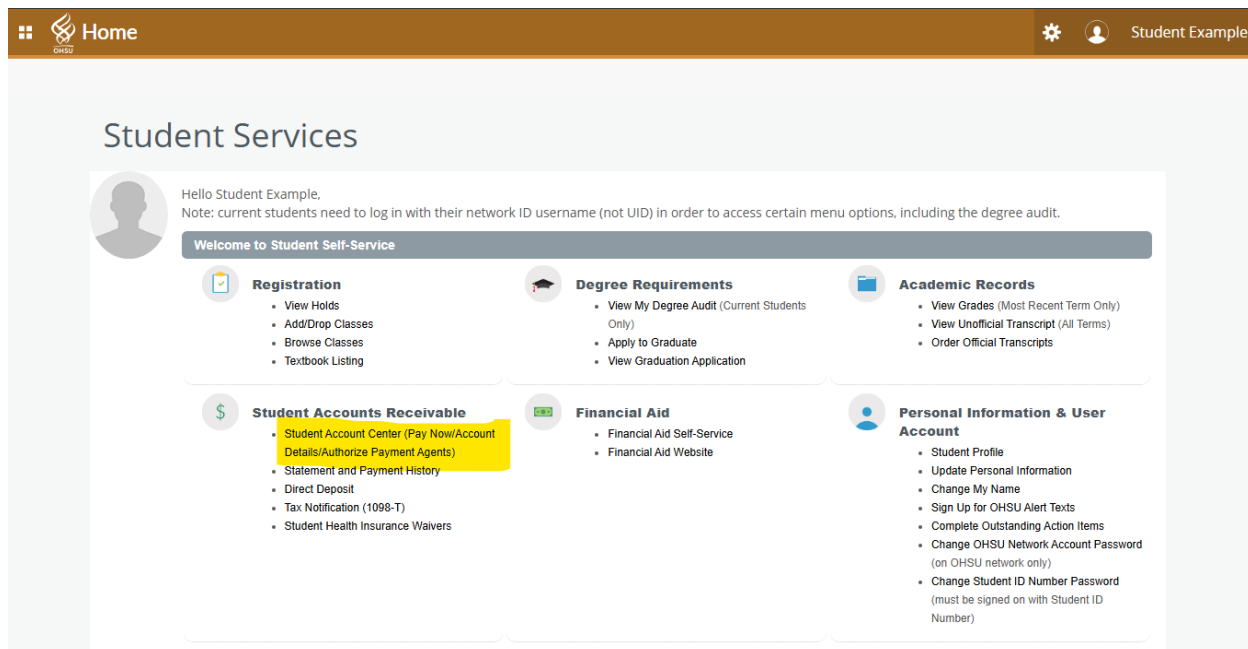


4) You will be redirected to the Student Account Center Website. Please read and accept the terms of the Student Financial Services Agreement.
5) You will be given the opportunity to add an authorized user for your account. Authorized users can make payments on your behalf in the Student Account Center but are not able to view your stored payment methods in the Student Account Center or view your information in Student Self Service. If you wish to add an authorized user now, enter their email address and choose whether they will be able to view your payment plan and account activity and/or communications for any payment plan that you set up. Choose Continue to confirm your choices. If you do not wish to add an authorized user at this time but want to be prompted to do so on future logins choose Remind Me Later. Choose Don't Remind Me to proceed without

any future reminders.

## User Onboarding

### Add an Authorized User

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.

Email address of the authorized user

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

Would you like to allow this person to receive your payment plan communications? ● Yes ○ No

Don't Remind Me    Remind Me Later    Continue

6) Next, you will be given the option of adding a secondary email address to your account. If desired, enter your non-OHSU email in the space provided and choose

Continue; otherwise, choose Don't Remind Me or Remind Me later.



7) Finally, you will be given the opportunity to save a credit card in the Student Account Center for making payments. To save a card, select the Credit or Debit Card option from the drop-down menu, and then enter the card number and choose Continue. To proceed without entering a card, choose either Remind Me Later or Don't Remind

Me.



**User Onboarding**

**Add a Payment Method**

Select a payment method and securely save the account information for future use.
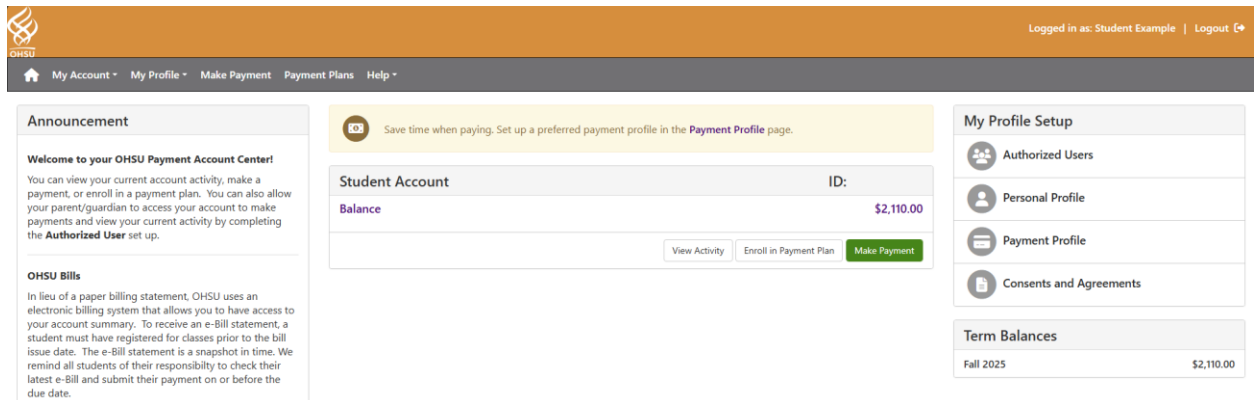
Method

| Select Method ▾ | Select |

Don't Remind Me      Remind Me Later

8) The Student Account Center dashboard will be displayed. General announcements will be in the left sidebar, your current balance will be displayed in the main window, and profile options will be in the right-side bar.



9) At any point in time, you can update your authorized users, secondary email, or payment profile by using the links in the right sidebar.