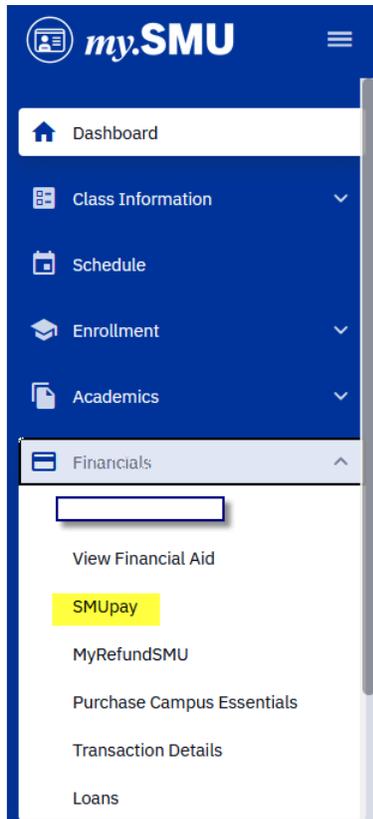There are two ways for an Authorized User to be created and approved by the student:

1. The student adds an Authorized User
2. The Authorized User request access from the student

**Steps for the student to add an Authorized User:**

1. Simply log into your my.SMU Student Dashboard and navigate to SMUpay, under Financials on the left-hand side menu.
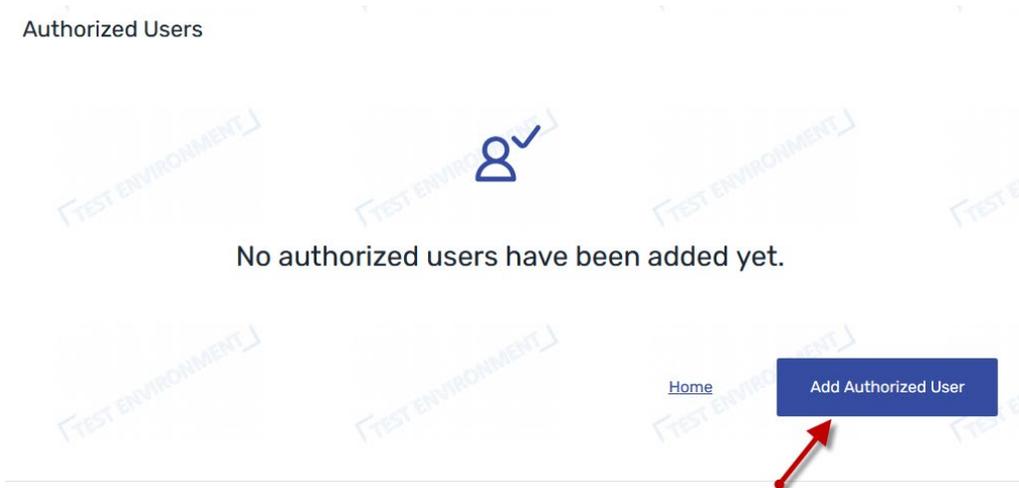


Once in SMUpay, follow these step-by-step instructions:

2. On the Account Summary page, under Quick Links, click the Set Up Now button next to Authorized Users.
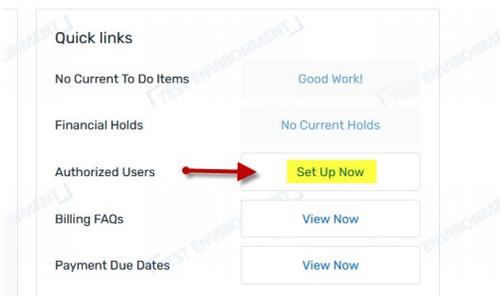
3. Click Add Authorized User to add a new user.



**Authorized Users**

No authorized users have been added yet.

Home          **Add Authorized User**

4. Fill in the necessary information, including basic contact information and your relationship to the authorized user then click Create.



**Add Authorized User**

They will have the ability to access your account

Required fields are indicated with *

First Name *          Last Name *

Their relationship to you *
--Select One--

Does the authorized user have an email address? *
- Yes (They will receive an email with login instructions.)
- No (They will not be able to login. They can only call the institution to access your account.)

Their Email Address *          Confirm Email Address *

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education, financial and academic records. For the student's protection, FERPA limits the release of student record information without the student's explicit written consent. By creating an Authorized User to provide others with access to your financial records online, you are also granting Southern Methodist University (SMU) permission to discuss your financial matters if one of those with access contacts their office. SMU can only share financial information (billing, financial aid application and award records) with a person other than you, the student, if you have indicated they should have such access. You can revoke this consent by removing this individual's Authorized User status at any time.

☐ By clicking this I am acknowledging that this authorized payer will have access to all my student account financial details.

← Back          Create

5. The Authorized User will receive an email with instructions on how to log in to the system to verify their authorized user account and set up their password. Please ensure the email address you enter is correct and Flywire is on your safe sender list, or your Authorized User will not receive important email messages.

**SMU**

Please click the button below to verify your email address and activate your account

**Verify Email**

Southern Methodist University

6. The Authorized User will now be able to log in SMUpay with their email address and password they created, and they will receive an email confirmation.



**SMU**

Login to Manage Your Southern Methodist University Account

Email Address

Password

Forgot Password?

I am human
hCaptcha
Privacy - Terms

Log In

Login via email link

Create New Account

7. Once you have added one or more authorized users to your account, you also can view the authorized user's activity and/or delete authorized users by revoking access to their account via the Manage Authorized Users action in SMUpay.



Cara                                    Payer Actions ⌄
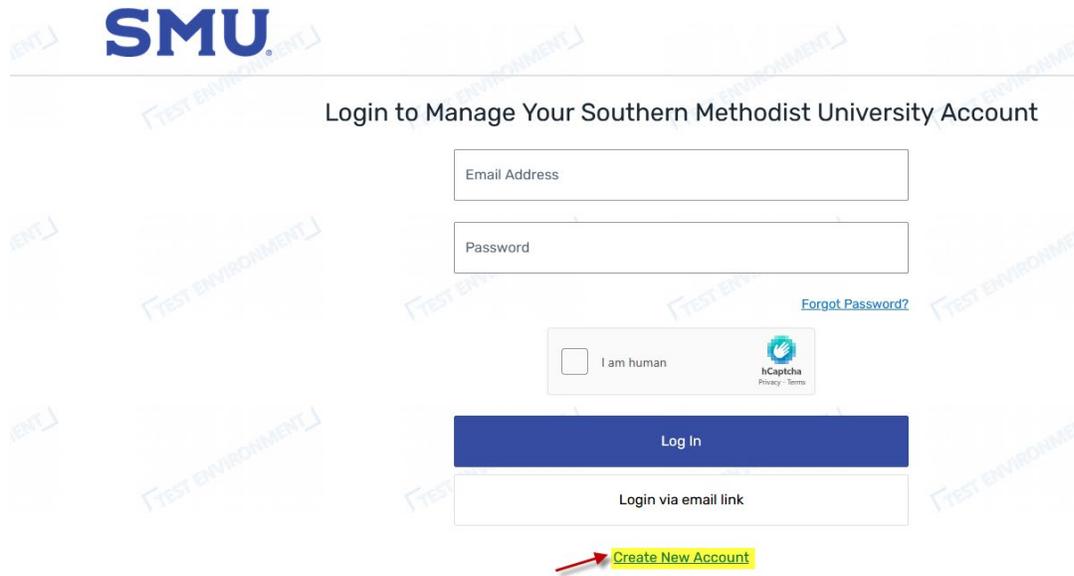
My Account

Notifications

Authorized Users

Edit Account

**Authorized Users**

| NAME | EMAIL | RELATIONSHIP | VERIFIED | HAS ACCESS | ACTIONS |
|------|-------|--------------|----------|------------|---------|
| Kelly Poppe | poppekelly00+02@gmail.com | Parent/Guardian | ⊘ | ⊘ | ⋮ |

View Activity
Select
Revoke Access

**Steps for the Authorized User to request access from the student:**

1) Go to SMUpay, https://smu.myflywire.com/login, and select Create New Account.



2) Select Authorized User.



**3)** Enter the requested information to create your account.

Create Your Authorized User Account

Required fields are indicated with *

First Name *

Last Name *

Email *

Password *

Minimum of 8 characters
At least one uppercase and lowercase character
At least one special character (@, #, $, %, &, *, etc.)
At least one numeric character

Confirm Password *

☐ I have read, understood, and agree to the Terms of Use and Privacy Policy

☐ I am human
hCaptcha
Privacy · Terms

Create

4) You will receive an Account Created notification. The Authorized User receives an email to verify their email address and activate their account.



Account Created

✓

Next Step: Activate Your Account

To activate your account, please click the link in the email we just sent to you.

Didn't receive the account activation email? Check your spam folder.



SMU.

Please click the button below to verify your email address and activate your account

Verify Email

Southern Methodist University

5) The Authorized User will log in with their email and password and add the student's ID number and Date of Birth to request access from a student.

## Login to Manage Your Southern Methodist University Account

Email Address

Password

Forgot Password?

☐ I am human
hCaptcha
Privacy - Terms

Log In

Login via email link

Create New Account

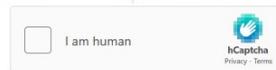## Welcome, let's get started!

### Enter your student's information below

Required fields are indicated with *

Your Student's I.D. *

Don't remember student's I.D.? Please contact your student directly.

### Your Student's Date Of Birth

Month *
--Select One--

Day *
--Select One--

Year *
--Select One--

Your Relation To Student *
--Select One--

☐ I am human
hCaptcha
Privacy - Terms

Home    Next

6) The Authorized User receives an email confirming a request has been sent to the student, and they can see the pending information when logging into their account.

K_____ (AU)

R_____ (Student)  ⌄

## Your access is waiting to be approved by the student.

You will be notified by email or text once your access has been approved. In the meantime you can setup your notifications here.

7) The student receives an email asking them to review and approve access in SMUpay.

**SMU.**

An authorized user has added you as a student.

| Authorized User Name: | |
| Relation: | Parent/Guardian |

**Login Now**

8) Once approved, the Authorized User receives notification that their Authorized User access has been established.



**SMU.**

You can now view your students account at Southern Methodist University.

_____ has given you full access to their account. You can now make payments, and view all student financial details. Login to your account to take action.

**Go To My Account**

Southern Methodist University