Get Ready for the Fall 2024 Semester
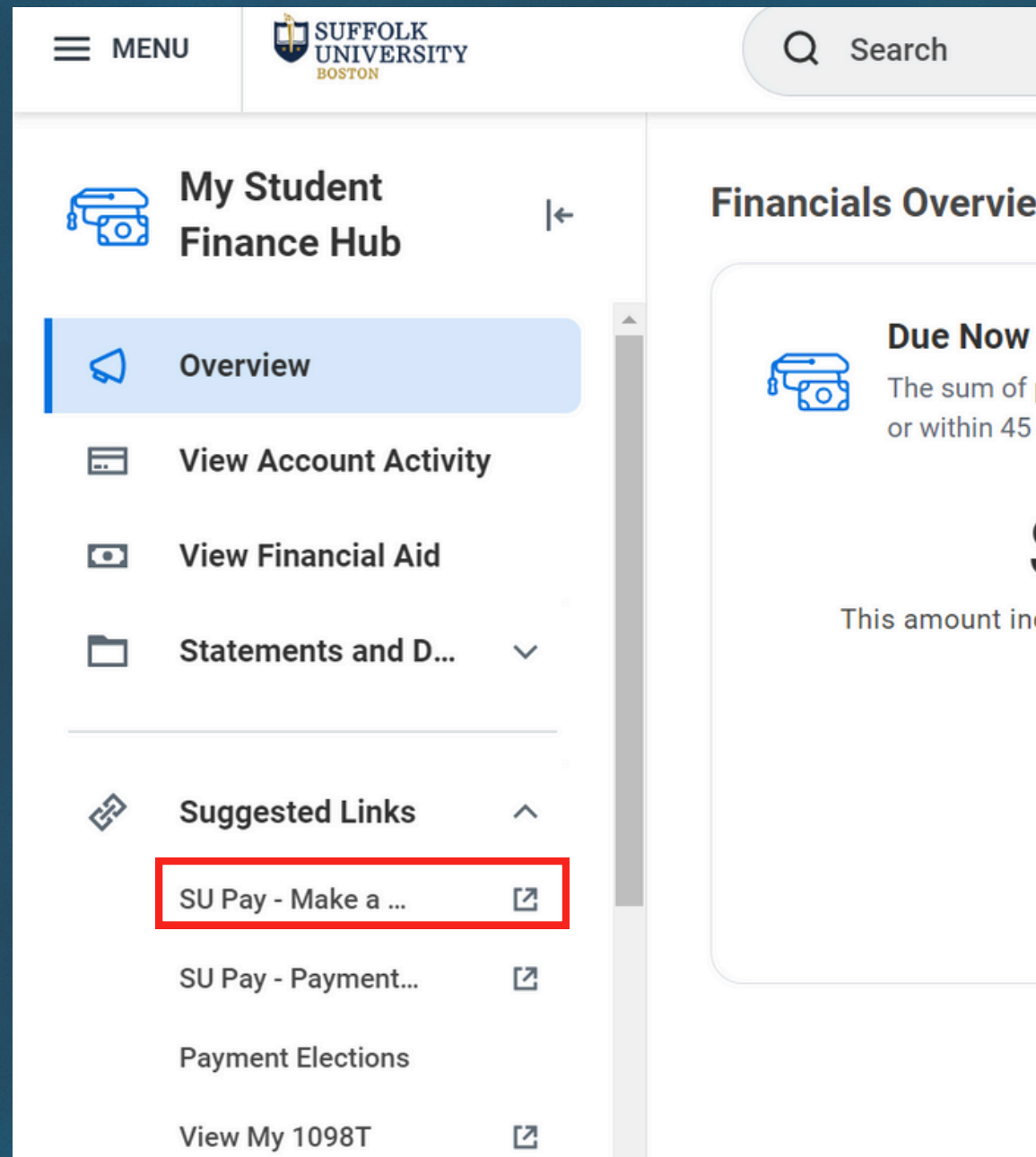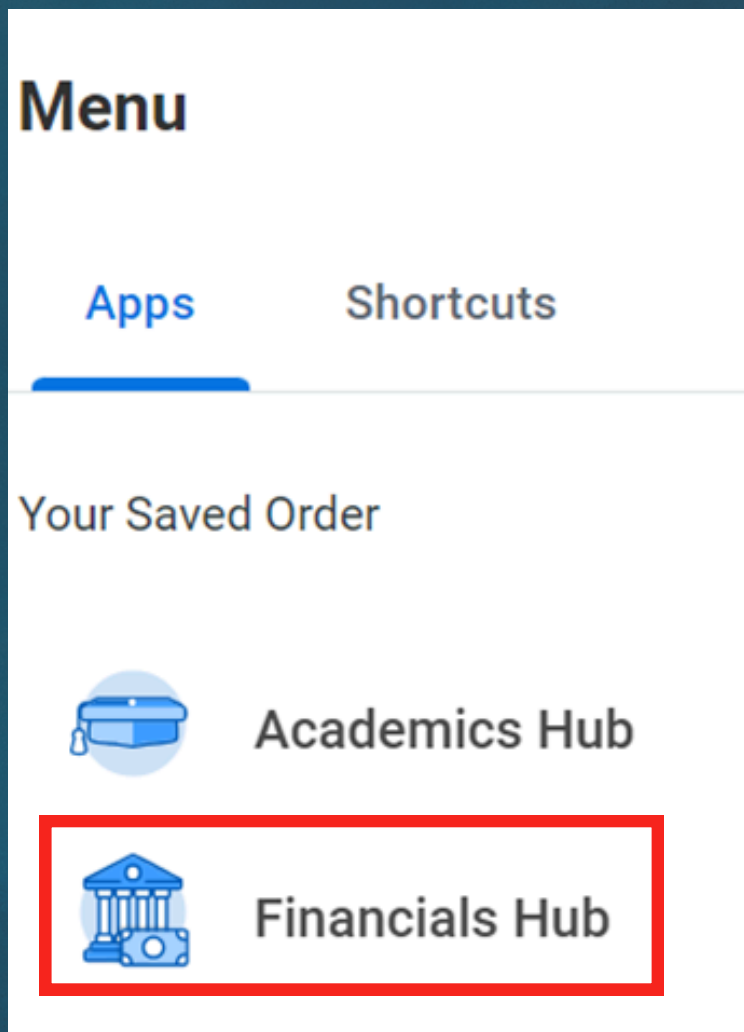
How to Add an Authorized User

Tips for Fall 2024 Billing in Workday #1

What is an authorized user?

- An authorized user is a person that students can allow access to their tuition and billing account information.

- Authorized users have their own login credentials once given access.

- Students can add or revoke access at anytime.

- **We cannot disclose any information about a student's tuition or billing account with anyone who is not listed as an authorized user on the account.**
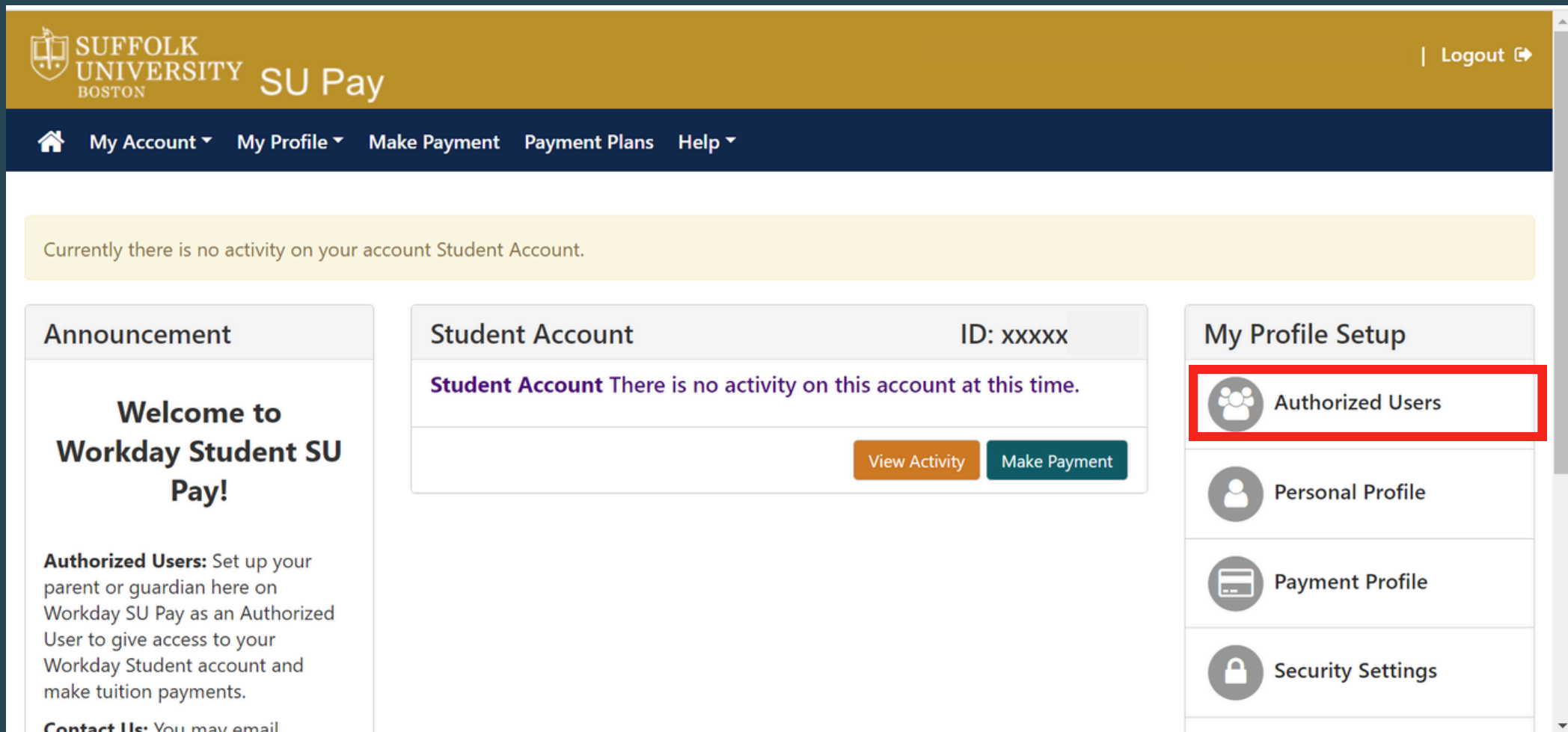
Go to your SU Pay portal via Workday

➡️ Go to your Financials Hub under Menu ➡️ Under Suggested Links select SU Pay- Make a Payment

Menu

Apps   **Shortcuts**

Your Saved Order

🎓 Academics Hub

🏛️ **Financials Hub**

☰ MENU   🛡️ SUFFOLK UNIVERSITY BOSTON   🔍 Search

My Student Finance Hub |←

📣 **Overview**

💳 View Account Activity

💰 View Financial Aid

📁 Statements and D... ⌄

🔗 **Suggested Links** ⌃

SU Pay - Make a ... ⬈

SU Pay - Payment... ⬈

Payment Elections

View My 1098T ⬈

Financials Overvie

Due Now
The sum of
or within 45

This amount in

Once on the homepage of SU Pay

➡️ On the right under My Profile Setup ➡️ Select Authorized Users

Next, select Add Authorized User
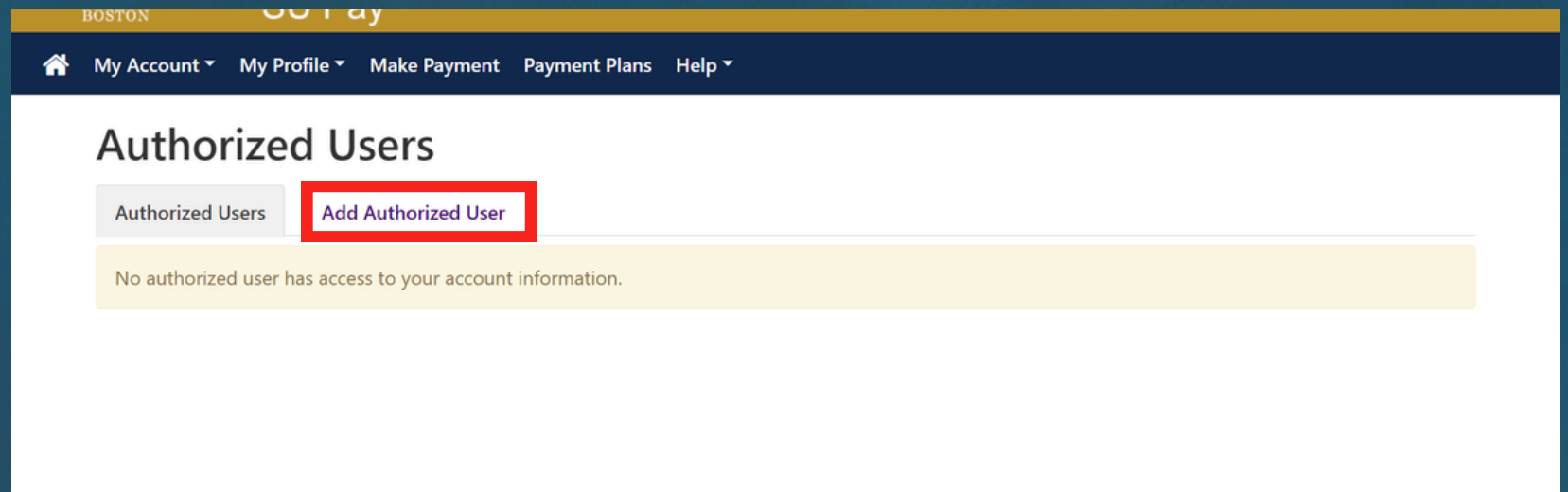
Finally, enter the email address of person you would like have access to your payment portal

The new authorized user will receive two emails to create an account The first email will say they were granted access to your student account and the second one will contain a temporary password. Please note the temporary password expires after 24 hours.