



MISSISSIPPI STATE UNIVERSITY™

Office of the Controller and Treasurer
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April 23, 2009

Dear Student,

Every year, Mississippi State University prints and mails more than 60,000 student statements. Advances in technology have now provided new ways of sharing this information with you. As a result of these advances, starting in May 2009 we will discontinue the costly and redundant practice of mailing you a printed statement. Instead, you may access all account information online through the secure MSU onCampus portal.

Your online account information will be accurate, up-to-date, and accessible in a way paper statements would not allow. Providing this information online will enable the University to better serve your needs in a more efficient, cost effective and environmentally sensitive manner. We also understand that parents may have a need to access this information as well. You, the student, can provide your parents access to your online statement if you choose to do so.

Step-by-step instructions for viewing account information online and providing authorized access to other users have been provided on the back of this letter.

If you have any questions, do not hesitate to contact one of our representatives in Account Services at (662) 325-2071 or via email at cashiers@controller.msstate.edu. You may also visit our web site at <http://www.controller.msstate.edu/sas/>.

Sincerely,

Kevin Edelblute
Controller & Treasurer
Mississippi State University

Authorizing Other Users to Access Account Information

Students may authorize other users (usually a parent) to access their account information and make payments to their account by following these steps (Please Note: Your internet browser pop-up blocker must be turned OFF):

1. Go to the main MSU web page at <http://www.msstate.edu/>.
2. Click on the **onCampus** link located in the top right section of the page.
3. Enter your **NetID** and **NetPassword** and click the **Login** button.
4. Click on the **Banner** tab.
5. Click on **Make an Online Payment** located in the Account Information and/or Personal Information section of the window.
6. A new window will open, providing you access to the MSU provided QuikPAY® application.
7. Click on **Authorize Payers**.
8. Click on **Add New**.
9. Provide the requested information and click **Add**.
10. After this is complete, the new authorized user should reset their password. See below.

Resetting the New Authorized User's Password

1. The newly authorized user will go to the MSU provided QuikPAY® login at <https://quikpayasp.com/msstate/studentaccounts/authorized.do>.
2. Enter your **Login Name** and **Password** and click **Continue**. (Please Note: Your Login Name is case sensitive).
3. You will be taken to the Password Change Required window. Enter your old and new passwords and press **Continue**.

The new authorized user may now access the student's account, view the current account statement and make payments on the account.

Accessing Account Information

1. Go to the MSU provided QuikPAY® login at <https://quikpayasp.com/msstate/studentaccounts/authorized.do>.
 2. Enter your **Login Name** and **Password** and click **Login**. (Please Note: Your Login Name is case sensitive).
 3. Choose the preferred service (i.e., Make a Payment; View Statement(s); Transaction history, etc.)
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