

Designating Authorized Payers

Students must designate parents/guardians as an authorized payer before they can access the Parent Payment Portal.

1. Log into the *Duquesne Portal*
2. Select *Student Account & Billing*
3. Click on *Tuition Payment Portal*
4. Click on *My Account*
5. Click *Send a Payer Invitation*
6. Complete prompts and send invitation

The Authorized Payer receives an email from noreply@duq.edu that includes their user login and a temporary password. They need to click the link in the email to setup their access.

My Account

Payer Invitation

Payer information

* First name

Mary

* Last name

Smith

* Email address

smith@gmail.com

* Confirm email address

smith@gmail.com

Complete form then
send invitation

Payer access

☒ Allow access to statements

Message to payer

Hi, Mom,
Please setup your access so you can view and
pay my tuition bill.
Thanks!

Maximum 250 characters

Cancel

Send invitation