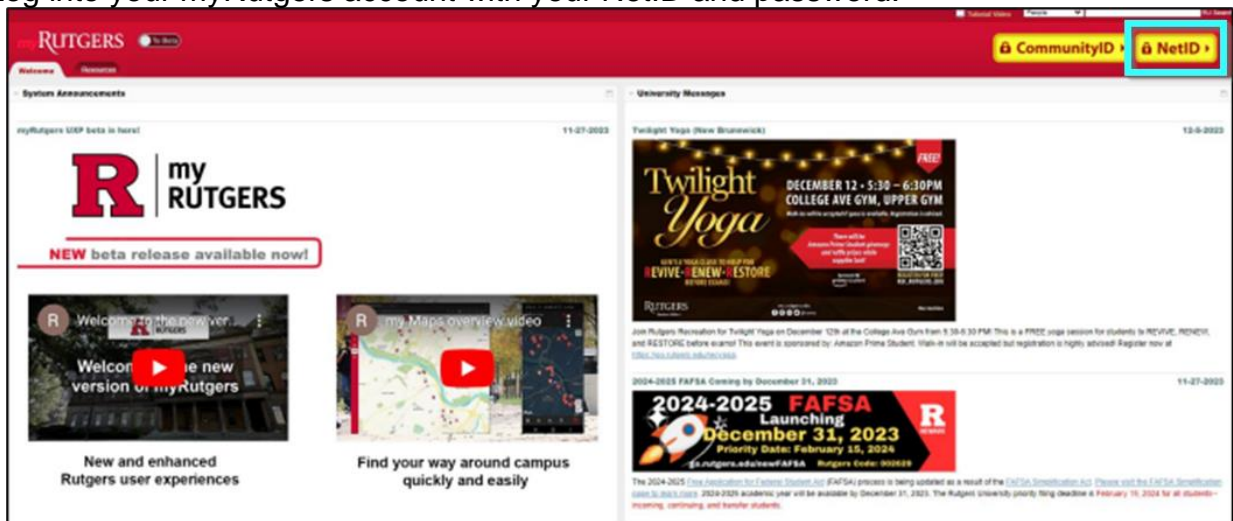# How to Grant Access to Authorized Users to the Financial Aid Portal

To view awards and grant permission to parents, guardians, or authorized users to the financial aid portal, you must first activate your NetID. If you have not activated your NetID, please click here.
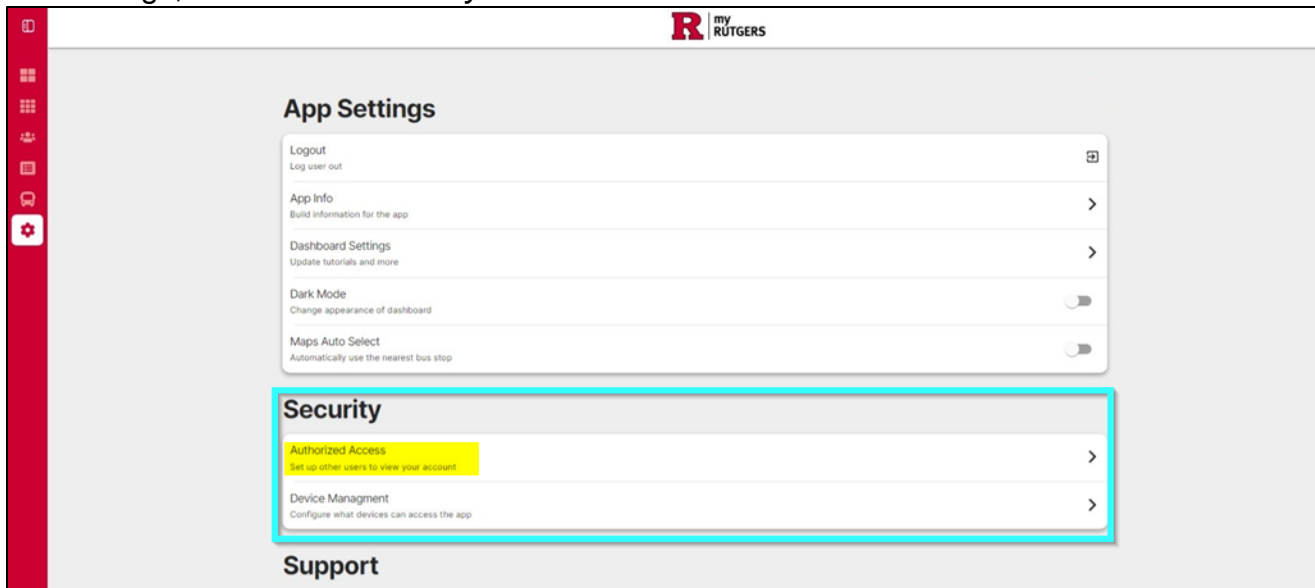
1. Log into your myRutgers account with your NetID and password.

2. Click the *Settings* icon on the left navigation bar.
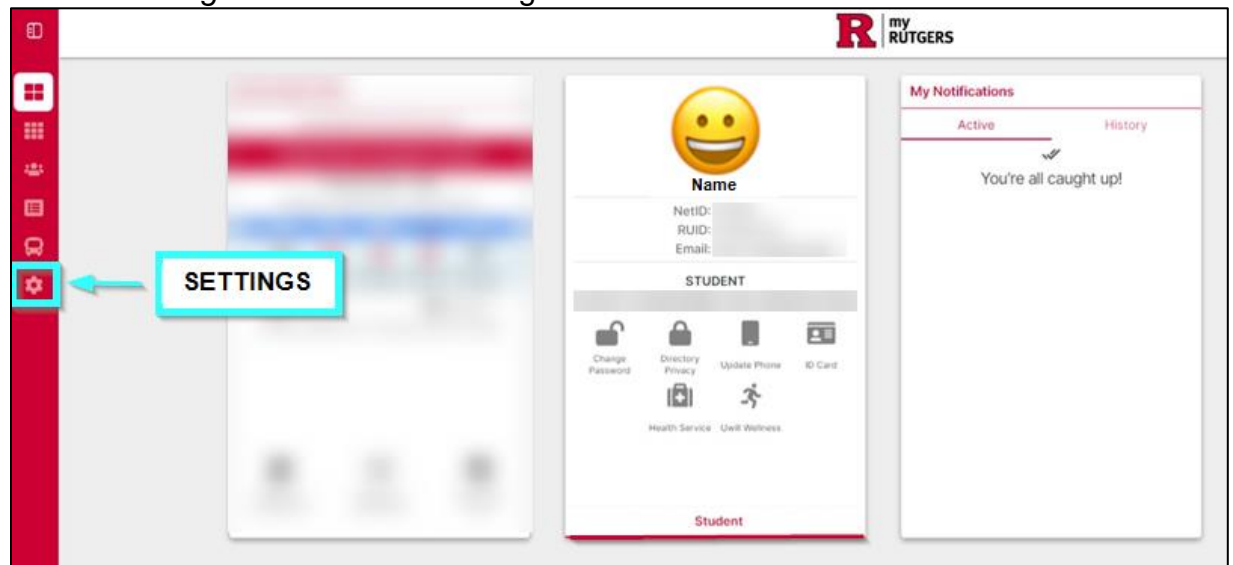
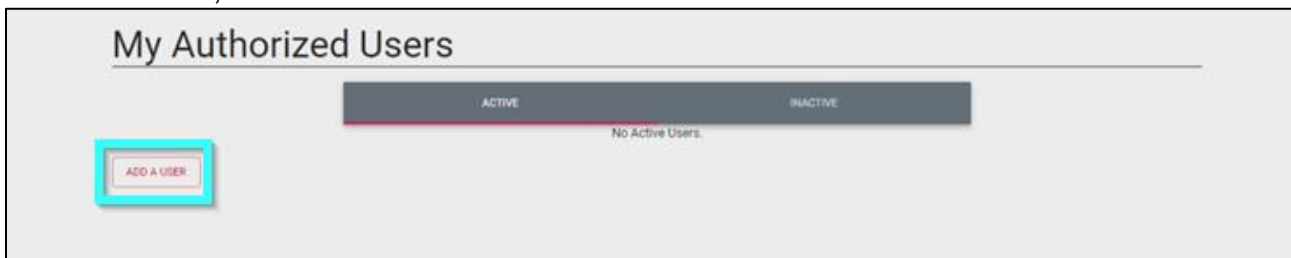3. In settings, scroll to the *Security* section and click "Authorized Access."

4. This will take you to the "My Authorized Users" page. If you don't have any authorized users added, it will look like this:

Note: You can only have 3 active authorized users who can view/modify your account.

5. To add a user, click the *Add a User* button.

6. A confirmation message will pop up notifying you that it is your decision who can/cannot have access to your financial aid portal and that you are providing your consent to allow Rutgers to disclose information regarding your educational and/or financial aid as authorized by you in the following screens. Check the box to confirm and then click *confirm*.

Note: If you do not want an authorized user (like a parent/guardian) to have access to your financial aid information, you do not have to add a user and can click cancel.

7. After confirming, you will be directed to the "Add a New Authorized User" form. Fill out the form for the person you are granting access to (their name, email, relationship to you, etc.) and create a 4-digit pin code they will use to verify their identity when calling or visiting university departments for assistance regarding information they have been authorized to view.
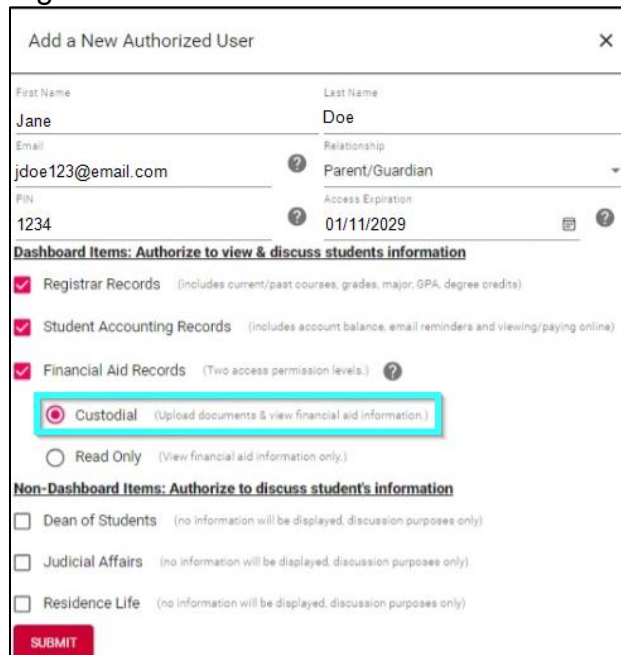
8. In the dashboard items section, check the box next to "Financial Aid Records," then decide what level of permission you'd like to give your authorized user.

   a. If you want a parent/guardian to be able to submit and sign documents in the financial aid portal, please grant them *custodial* access.

   b. If you want a parent/guardian to have access to only view your financial aid portal, but not submit or sign documents, please grant them *read only* access. Note: read only access does not provide the ability to submit or sign documents.


Note: While this guide specifically goes over how to grant access to financial aid records, you can also click any of the other Dashboard Items or Non-Dashboard Items that you wish your authorized user to have access to.

9. Click *Submit.*

10. This will redirect you back to the "My Authorized Users" page where you will see confirmation that your authorized user has been granted access, their 4-digit pin, and, specifically, what they have access to.
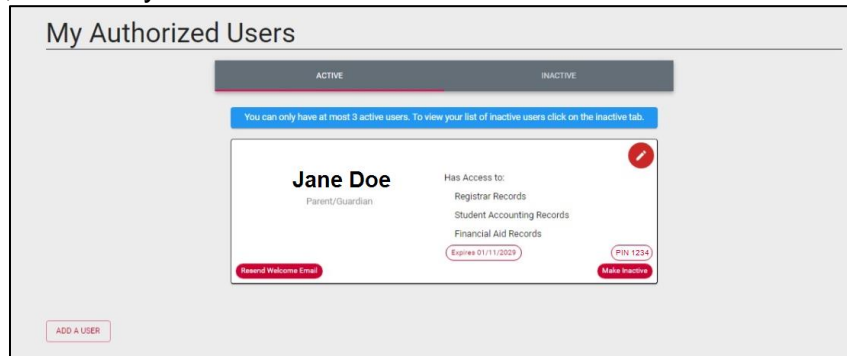
11. Your authorized user will receive an email with instructions how to create a CommunityID, log into the myGuest dashboard, and how to use their 4-digit pin.
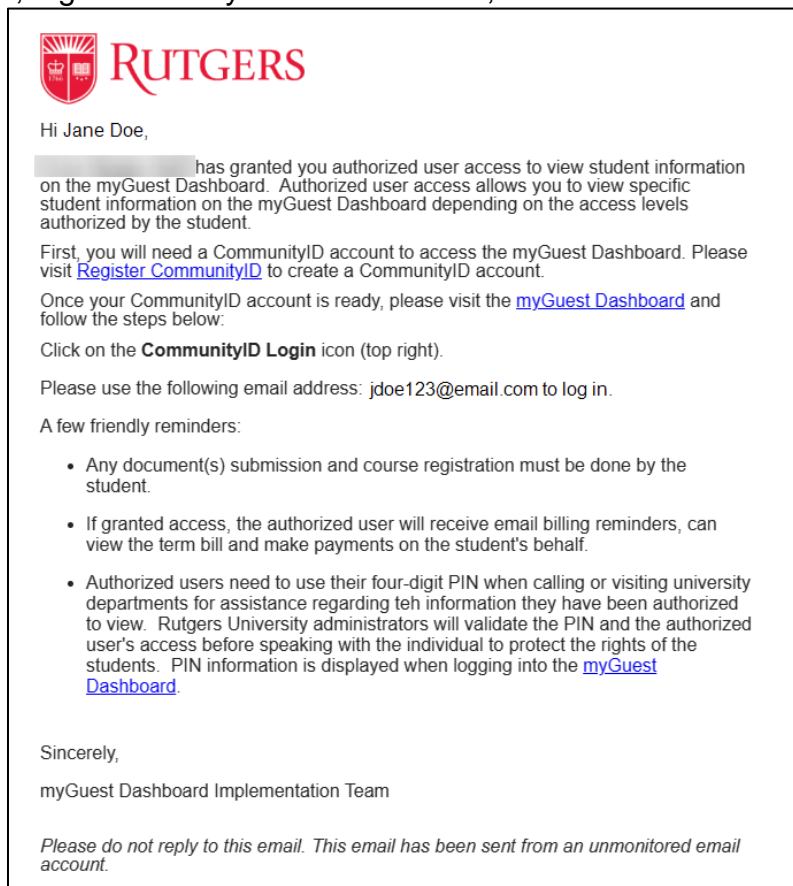
12. To add another user, click the "Add A User" button and repeat steps 6-10. The button will be disabled once you reach the maximum of 3 active authorized users.
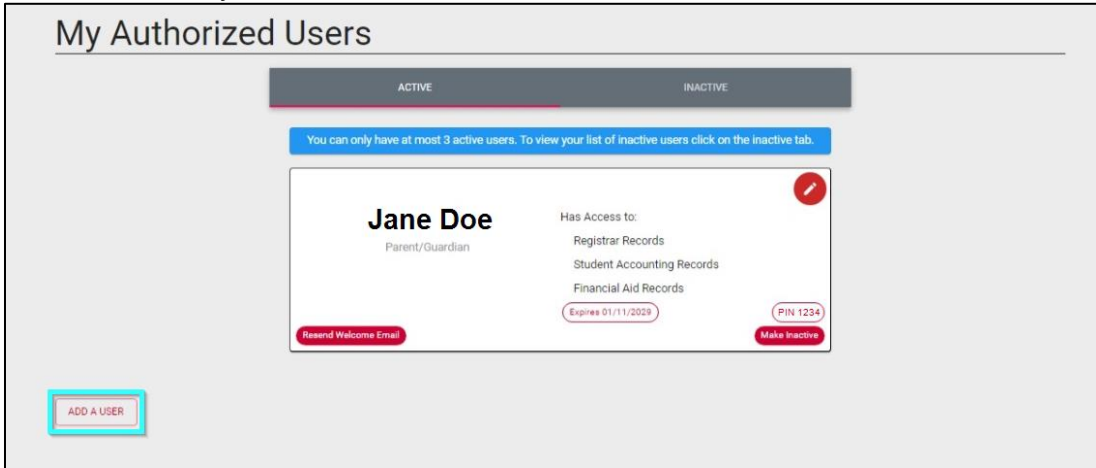
13. To update the PIN, Expiration Date, or modify any access permissions, click the pencil icon.