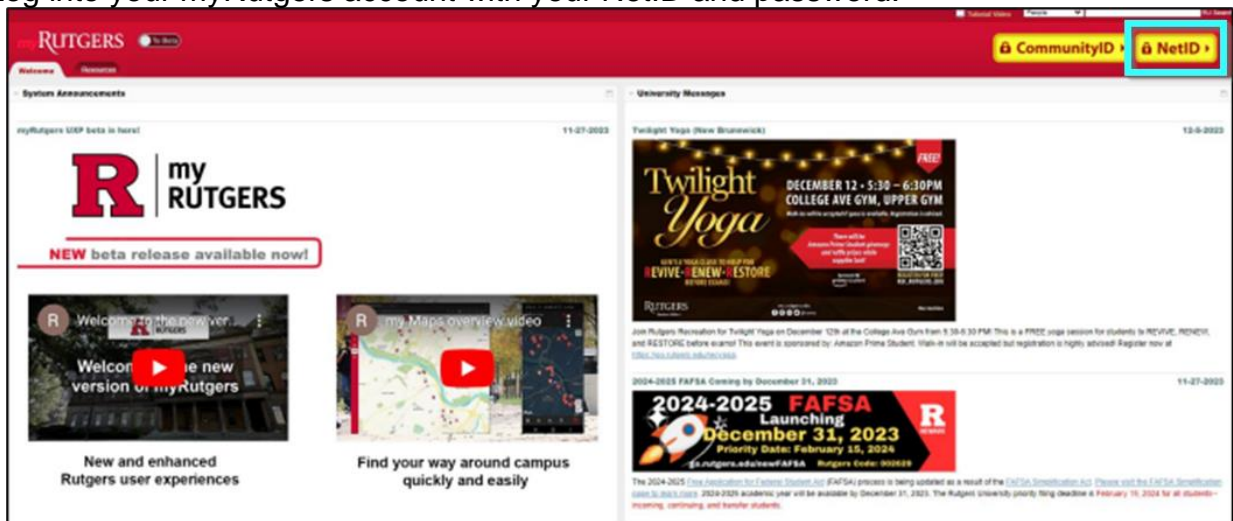


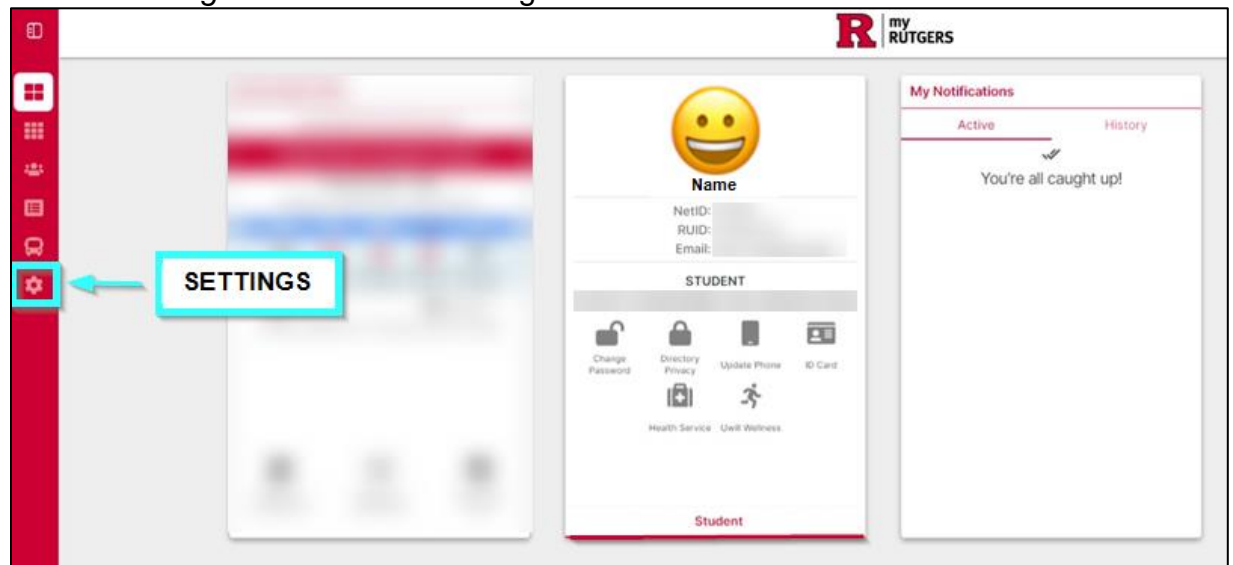
How to Grant Access to Authorized Users to the Financial Aid Portal

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](#).

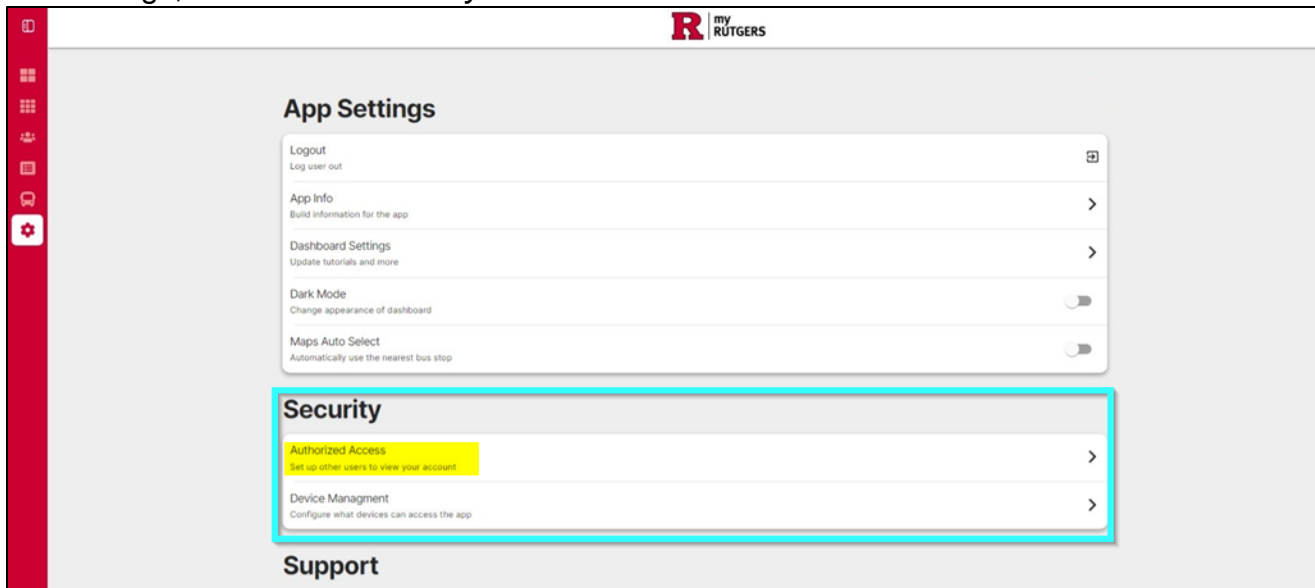
1. Log into your myRutgers account with your NetID and password.



2. Click the *Settings* icon on the left navigation bar.



3. In settings, scroll to the *Security* section and click “Authorized Access.”

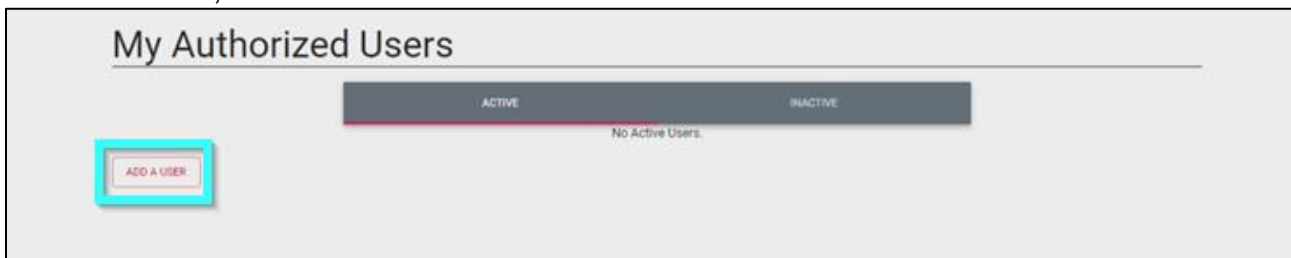


4. This will take you to the “My Authorized Users” page. If you don’t have any authorized users added, it will look like this:



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*.

Confirmation

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students in higher education various rights with respect to their educational records. As a general rule, Rutgers University may not disclose "personally identifiable information" from your educational records to any unauthorized party without your prior consent.

I understand that by authorizing this guest access to my records, I provide consent for Rutgers University to disclose information regarding my student educational and/or financial

Check this box to confirm

CONFIRM
CANCEL

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.

Add a New Authorized User ✕

First Name Jane	Last Name Doe
Email jdoe123@email.com	Relationship Parent/Guardian
PIN 1234	Access Expiration 01/11/2029

Dashboard Items: Authorize to view & discuss students information

Registrar Records (includes current/past courses, grades, major, GPA, degree credits)

Student Accounting Records (includes account balance, email reminders and viewing/paying online)

Financial Aid Records (Two access permission levels.)

Custodial (Upload documents & view financial aid information.)

Read Only (View financial aid information only.)

Non-Dashboard Items: Authorize to discuss student's information

Dean of Students (no information will be displayed, discussion purposes only)

Judicial Affairs (no information will be displayed, discussion purposes only)

Residence Life (no information will be displayed, discussion purposes only)

SUBMIT

Parent/Guardian

Spouse/Partner

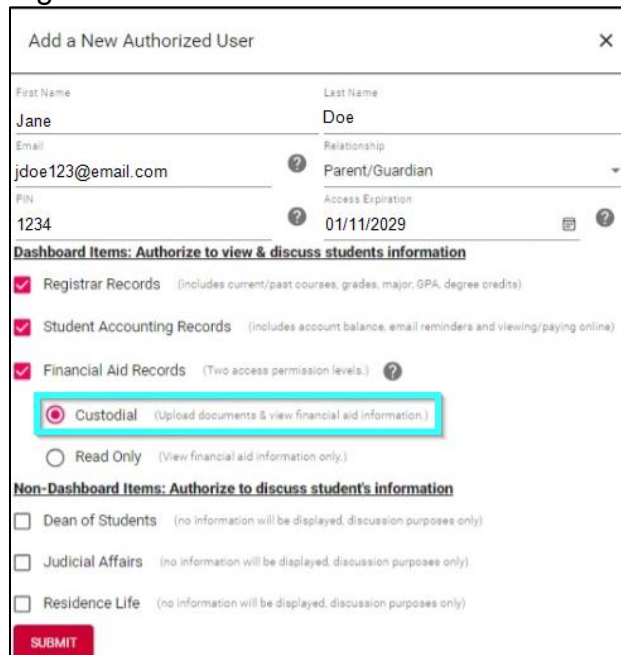
Employer

Sponsor

Other

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.



The screenshot shows a form titled "Add a New Authorized User" with the following fields and options:

- First Name:** Jane
- Last Name:** Doe
- Email:** jdoe123@email.com
- Relationship:** Parent/Guardian
- PIN:** 1234
- Access Expiration:** 01/11/2029

Dashboard Items: Authorize to view & discuss students information

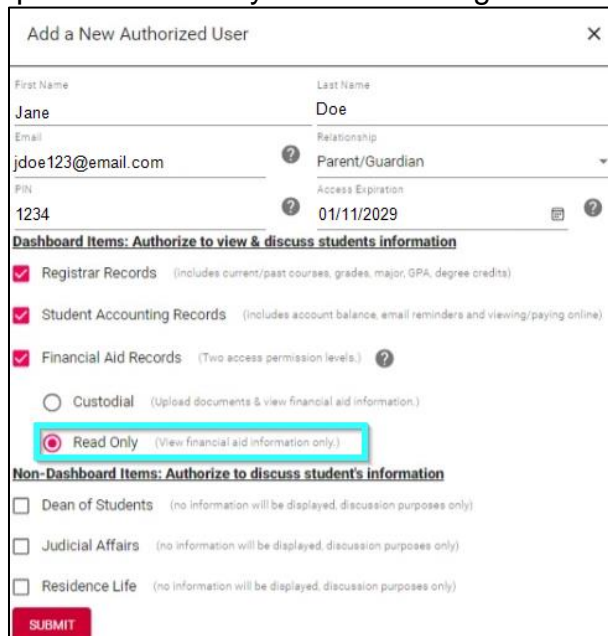
- Registrar Records (includes current/past courses, grades, major, GPA, degree credits)
- Student Accounting Records (includes account balance, email reminders and viewing/paying online)
- Financial Aid Records (Two access permission levels.)
 - Custodial (Upload documents & view financial aid information.)
 - Read Only (View financial aid information only.)

Non-Dashboard Items: Authorize to discuss student's information

- Dean of Students (no information will be displayed, discussion purposes only)
- Judicial Affairs (no information will be displayed, discussion purposes only)
- Residence Life (no information will be displayed, discussion purposes only)

SUBMIT

- 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.



The screenshot shows the same form as above, but with the following changes:

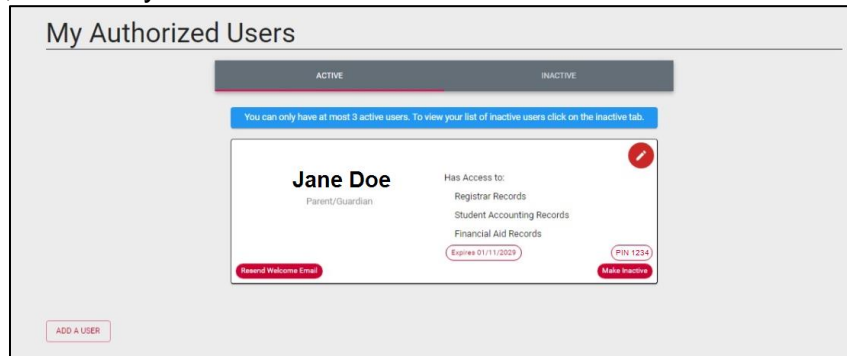
- Financial Aid Records:**
 - Custodial (Upload documents & view financial aid information.)
 - Read Only (View financial aid information only.)

SUBMIT

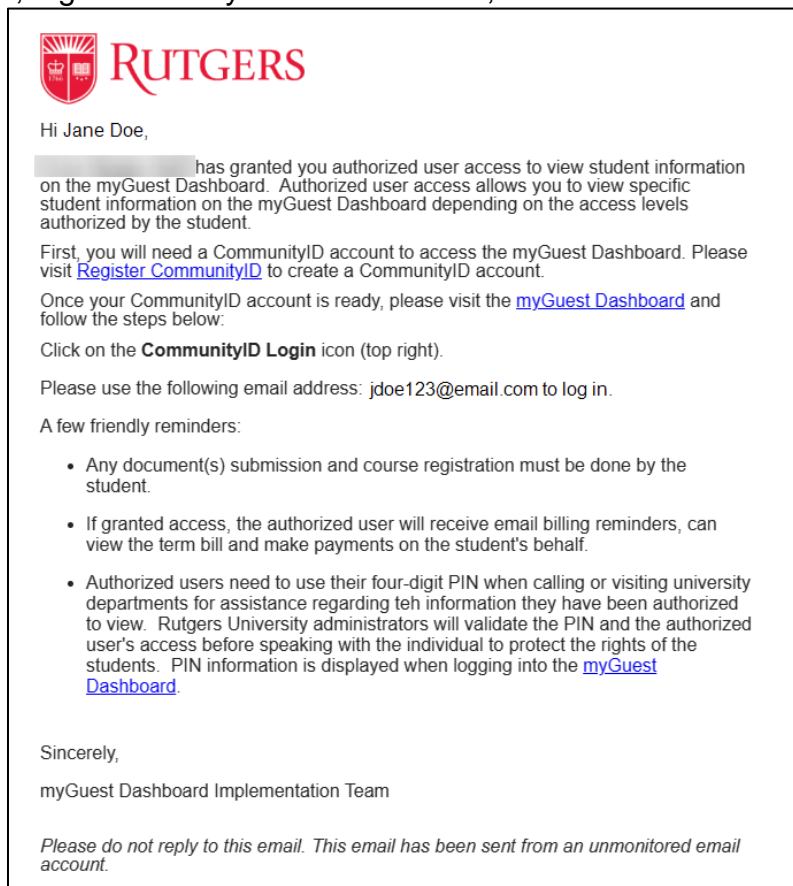
Note: While this guide specifically goes over how to grant access to financial aid records, you can also click any of the other Dashboard Items or Non-Dashboard Items that you wish your authorized user to have access to.

9. Click *Submit*.

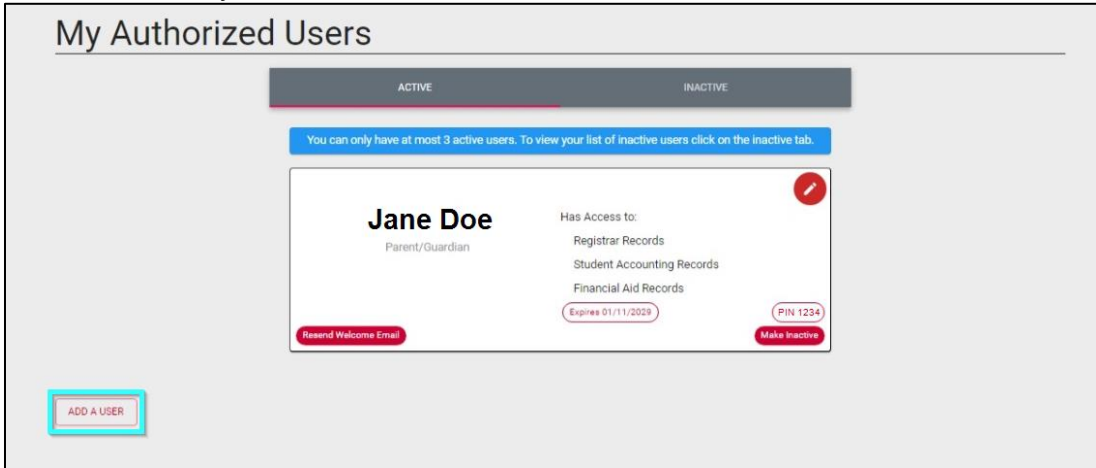
10. This will redirect you back to the “My Authorized Users” page where you will see confirmation that your authorized user has been granted access, their 4-digit pin, and, specifically, what they have access to.



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.

