Student: Share My Info Electronically

This guide contains instructions for granting, editing or removing electronic Guest Access to your MSU information, including instructions for granting access in the Financial Aid portal.

You must first login at student.msu.edu.

From the Student home page, click the My Profile tile.

On the My Profile page, the left menu will display the following options:

- Share My Info Electronically (default page)
- Share My Info by Phone

Share My Info Electronically

1. Click Share My Info Electronically.

2. To add a new guest, click the Grant Access To A New Guest button.
The Share My Info - Terms and Conditions will display.

3. Click the I accept button.

![Share My Information - Terms and Conditions](image)

4. On the Share My Information – Details page, complete the following:
   a. Guest Name
   b. Guest Email Address
   c. Confirm Email Address

**Note:** Each guest must have a unique email address. For example, Mom and Dad cannot be two guests with the same email address.

![Share My Information - Details](image)

5. **Transaction Name:** Click the item to which you are granting access. In the above example, **View Financial Aid** is the only option available for guest access.

**Note:** Granting guest access to Financial Aid information requires authorization here and in the Financial Aid (Student Financial Planning) application. See the **Financial Aid Guest Access** section to complete this important second step.

6. Click **Save**. A confirmation message will pop up.

![An email notification will be sent to $155 Test](image)
7. Click OK. You will receive a message that the save was successful.
8. Click OK.

Your Guest Access Summary page will reappear, displaying details for guests to whom you have granted access.

Note: The Guest Status will be Unknown until the guest accepts the terms and conditions for accessing student data.

The guest will receive an email containing terms and conditions to be accepted before access will be granted.

Modify Guest Access
1. From the Student home page, click the My Profile tile.
2. From the left-side menu, **Share My Info Electronically** will be the default landing page.

**Edit Guest Access**

3. Click the **Edit** button to modify the guest access.

<table>
<thead>
<tr>
<th>Shared Access</th>
<th>View Financial Aid</th>
<th>12/03/20</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Guest Name</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Guest Email Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Edit actions include:

a. Update Guest Email Address, or

b. Change the transactions the guest may access by **deselecting** the item checkbox

The guest will receive a “No access” message on future attempts to access the selected information.

**Delete Guest**

4. Click the **Delete** button to remove the guest altogether.
A confirmation message will pop up.

5. Click Yes – Delete.

The next step is to grant access in the Financial Aid portal.

Financial Aid Guest Access

1. From the Student home page, click the Financial Aid tile.

2. Click Financial Aid Portal on the left menu.

3. Click Open Financial Aid Portal.

   Note: You may need to disable any pop-up blockers before the Financial Aid home page can render.
4. On the Financial Aid home screen, click your name in the top right corner and select **Profile** from the menu.

5. On the Profile page, scroll down to the **Manage Proxy Access** section. The first time you add a guest account, you must sign the FERPA agreement. If the status says “Pending,” click on “Sign FERPA Form & Provide Consent”.

You may need to scroll down in order to click **Provide Consent**.
Family Educational Rights and Privacy Act of 1974 (FERPA)

Schools maintain a large number of records regarding its students in the administration of its educational programs, as well as its housing, athletics, and extracurricular programs. Additionally, universities also maintain employment and financial records for its own use and to comply with state and federal regulations. The University is committed to protecting the privacy interests of its students and to maintaining the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

What are my student rights under the FERPA Act?

1. The right to inspect and review the student's education record within 45 days of the day the University receives a request for access.

Any student who wishes to inspect and review information contained in an education record maintained by any office of the University may, with proper identification, request access to the record from the office responsible for maintaining that record. Unless the circumstances require the existence of a formal request, an oral request may be honored.

Whenever an office responsible for maintaining education records is unable to respond, the student may submit to the Office of Student Services, dean, academic department head, or other appropriate official a written request that identifies the record he or she wishes to inspect. The University official...

6. Enter your student ID and last name, then click Sign & Finish.

Note: Your student ID is your APID with a “1” in place of the ‘A’

Ex: A123456789 → 1123456789

Electronic Signature Consent

By selecting the "I Accept" button, you are signing this document electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this document. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you signed the document in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature, and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting agreement between you and the Financial Aid Office. You are also confirming that you are the student authorized to provide the data in this document. By electronically signing documents, you agree to all the terms and conditions of such documents as they exist on the date of your E-Signature.

7. The Add/Edit Proxy Portal Access section will display any current guest information, including:

- Guest Email Address
- Guest Role
- Status
- Edit
- Action
8. To add a new guest, click the **Add Guest** icon.
9. Enter the **Guest Email Address**.
10. Check the **Proxy/Guest** checkbox.
11. Click the **Save** icon.

The new guest will receive an email instructing them to log in to the Financial Aid Portal to set up their account password.