STUDENT GUIDE

Share My Info Electronically

06/18/2021



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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 In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 - as amended and MSU's Guidelines Governing the Release of Student Records, the university is prohibited from providing certain information from your student records to a third party. This restriction applies, but is not limited, to your parters, your spouse, or a sponsor. FERPA is of ederal law that is administered by the Fonily Policy Compliance Office (Office) in the U.S. Department of Education (Department), 20 U.S.C. Section 1232g; 34 CFR Part 99. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights former your the disclosure of personally identifiable information from the records (second the registre to have student cords are medel, the right to have corted over the disclosure of personally identifiable information for the records (second the records) second are under the registre to have the records are under the right to have cortain cords are under the right to have cortain over the disclosure of personally identifiable information for the records (second are under the right to have are cortain over the disclosure of personally identifiable information for the records (second are under the organ is a tradem and which are entimationed by an education records) is of her education records in a cudent and which are entimationed by an educational organ or institution on by a party acting for the agency or institution. Luderstand that, by selecting the "I accept" button below, I am giving written consent for University representatives to disclose student information specified by me herein to the individual(s) identified as a contact integer I decline Lincegr

- 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					
	*Guest Name	Jane Doe			
	*Guest Email Address	anedoe@msu.edu B			
	*Confirm Email Address	anedoe@msu.edu			
	Guest Status	Jnknown			
				-	5 rows
☐ Transaction Name	Description \diamondsuit			Start Date	Transaction Status ♢
View Academic Progress	View Academic Progress : Access to Academic P	ogress, Expected Graduation Terr	n, and View Graduation Status		
View Academic Records	View Academic Records : Access to View Unoffic	l Transcript, View Honors and Av	vards, View Test and Transfer Credit, My Academic Program History, Course History, and Grades		
View Classes	View Classes : Access to View Classes, Academi	Calendar, Class Exam Calendar,	and Enrollment Dates		
View Financial Aid	View Financial Aid - Please authorize your guest	ccess in the Financial Aid portal	using the same email.		
Ulew Student Accounts	View Student Accounts : Access to the Payment P	ortal, Student Account Summary,	Student Accounts Website, and Tax Forms		
Select All Clear All	Save				
Return to Guest Access Summe	ary				

5. **Transaction Name**: Select the individual tiles that you would like to grant guest access or select the checkbox in the header to select all

Note: Granting guest access to Financial Aid information requires authorization here <u>and</u> 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.



8. Click OK.

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

	Jane Doe	
Edit Delete		
Shared Access		5 го
Shared Access \diamondsuit	Start Date 🛇	Transaction Status \diamondsuit
View Student Accounts	06/18/21	Submitted
View Academic Progress	06/18/21	Submitted
View Academic Records	06/18/21	Submitted
View Classes	06/18/21	Submitted
View Financial Aid	06/18/21	Submitted
		1 rc
Guest Name ♢	Guest Email Address 🗘	Guest Status 🗘
Jane Doe	Janedoe@msu.edu	Unknown

Note: The **Guest Status** will be *Unknown* until the guest accepts the terms and conditions for accessing student data presented to them upon their first login.

OK



udent ms and conditions for accessing somebody else's data ms and Conditions compliance with the Foundilly Educational Rights and Privacy Act of 1974 (as amended), and MSUs compliance with the Release of Student Records, by accepting this "Guest Access" to the cords of your student, you understand that you are a designated third party. This designation arrise with it the responsibility indire you on the calciclase this information to any other individual or roup without the student's written consent. he following terminology applies to these Terms and Conditions: "Student" refers to the person hog ranted you access. "Guest" refers to you, the person authorized to view or update the udent's data on his or her behalf. If guests are required to sign this agreement for each of the students that granted them access to eff data confining their understanding and acceptance of this policy. You sign the agreement bu	Guest Terms	and Conditions	ŵ	:
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ccepting the terms and conditions, entering your security key and your email address.	All guests are required to sign this agreement for each of the students that granted them access to their data confirming their understanding and acceptance of this policy. You sign the agreement by accepting the terms and conditions, entering your Security Key and your email address.			
ccept the terms and conditions No	I accept the terms and conditions No			
ecline the terms and conditions	I decline the terms and conditions			
Submit	Submit			

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.

Students	Financial Aid	ធ	:
Upgrade Notice Financial Aid Portal	Financial Aid Not finding what you're look Over the course of this academic year, additional activities and academic tools will be found in the Student Information System. Not finding what you're look Functionality will be phased over time, so you may need to use existing systems to complete some activities. LEARN MORE To view and manage financial aid for Fall 2021 and Spring 2022: Need Help? Access Financial Aid using the link on the left. Use the Actions List (3 dots), vist sis.msu.edu/sishelp.htm Use Studinfo [2] Studinfo [2]	ing for? E 🗳	
	Il Important Note: Guest accounts and security questions for financial aid created in Stuinfo will need to be added in the new SIS using My Profile.		

3. Click Open Financial Aid Portal.

Note: You may need to disable any pop-up blockers before the Financial Aid home page can render.



< Students	Financial Aid	ଜ	:
L Upgrade Notice			
Financial Aid Portal Aid Portal Aid Aid	A popup blocker may prevent the application from opening the page. If you have a popup blocker, try disabling it to open the window.		
	View and manage financial aid for Fall 2021 and Spring 2022: Open Financial Aid Portal		

4. On the Financial Aid home screen, click your name in the top right corner and select **Profile** from the menu.

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	SEF 2020 - AUG 2021 (WIIMIN) - SEF 2021 - MAT 2022 - AUG 2022 - MAT 20	23 AUG 2023 - MAT 2024 ALL	
	1 RECOME EINANCIAL AID ELICIPLE		E+ SIGN OUT
		Completed	
	Submit all Required Documentation	Completed	
	oubrint un requirea bocumentation	completed	
	2 REVIEW/ACCEPT YOUR FINANCIAL AID AWARDS		
	Review/Accept Awards	Completed 🖌	
	3 RECEIVE YOUR FUNDS		
	Sign your Direct PLUS MPN	Pending	
	Complete BLUS Application	Dending	

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**".

1 PROVIDE CONSENT			
Action	Status	Release Directory Info?	Date Signed
Sign FERPA Form & Provide Consent	Pending	TBD	TBD

You may need to scroll down in order to click **Provide Consent**.



∥ Sigr	n FERPA Form 8 <mark>Provide Consent</mark>
	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?
	 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: <u>A</u>123456789 → <u>1</u>123456789

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.
IACCEPT
CANCEL Student ID Last Name SIGN & FINISH

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

- Guest Email Address
- Guest Role
- Status
- Edit
- Action



Email				
Phone Number	-			
Electronic Consent	Yes on Aug 12, 20)20		
		_		-
	Manage Pr	roxy Acce	ess	
1 provide consent				
Action		Status I	elease Directory Info?	Date Signed
Sign FERPA Form & Provid	e Consent	Completed	Yes	Dec 6, 2020
2 ADD/EDIT PROXY PO	ORTAL ACCESS	S		2+
Guest Email Address	Guest Ro	bles	Status Ed	it Action
e.g. example@domain.com	C Proxy.	/Guest	6 Enabled	× Disable

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.

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.



			Unknown	
	Guest Name 🌣	Guest Email Address 🜣	Guest Status 🗘	
				1 rov
	View Financial Aid	12/03/20	Submitted	
	Shared Access 🗘	Start Date 🗘	Transaction Status 🗘	
	Shared Access			1rov
Share My Info by Phone	Edit Delete	515 157 16st		
a) share my into Electronically	▽	CIC 157 Test		
at Share Mu Info Electronicallu	Grant Access To A New Guest			
Upgrade Notice				

Edit actions include:

- a. Update Guest Email Address, or
- b. Change the transactions the guest may access by *deselecting* the item checkbox

*Guest Name		
*Guest Email Address		
Resend Email Notification Guest Status Unknown		
		1 ro
Description 0 Description 0	Start Date	Transaction Status
View Financial Aid In order to view Financial Aid, please authorize your guest access in the Financial Aid portal using the same email		

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

No access.	
You do not have access to view this student's data on this page. Please contact your student re-	garding access.
N N	

Delete Guest

4. Click the **Delete** button to remove the guest altogether.

Upgrade Notice Share My Info Electronically	Grant Access To A New Guest			
📽 Share My Info by Phone	Edit Delete Shared Access	SIS 157 Test		1 row
	Shared Access 🛇	Start Date 🗘	Transaction Status 🗘	
	View Financial Aid	12/03/20	Submitted	
				1 row
	Guest Name O	Guest Email Address 🜣	Guest Status O	
			Unknown	

A confirmation message will pop up.

5. Click **Yes – Delete**.

Pelete Confirmation		
	Are you sure you want to delete	1?
Yes - Delete		
No - Do Not Delete		