You may designate up to 3 individuals access to your educational records:

- Log into ERNIE and click on the STUDENT SERVICES tab.
- Select STUDENT CENTER under Campus Solutions.
- Scroll down to the PERSONAL INFORMATION section and select Auxiliary Access.
- Read through the ERAU Auxiliary TERMS AND CONDITIONS and click OK.
- To designate access click the Add button.
- Once in the Auxiliary Access screen the following fields will appear:
  - **ID:** This is your student ID.
  - **Aux User ID:** Created by the system. This is the ID the user will use to access the system.
  - **Aux User’s Name:** Enter the first and last name of the user.
  - **Relation:** Select relation to you.
  - **Password:** Enter a password. This is the password the user will use to access your educational records.
  - **Confirm:** Re-enter the password.
  - **PIN:** Supply a PIN #, at least 4 characters long, combination of letters and numbers. This PIN# will be used to validate a user’s identity for phone and in person inquiries.
  - **Add/Remove Access:** Check the box to give permission to the user you created to have access to your educational records.
  - **Aux User Email:** Enter the user’s e-mail address.
  - **Click OK.
  - **After making all your updates and/or changes, select SAVE.**

To remove a User, follow the directions above and once in the Auxiliary Access screen, select the User and click REMOVE SELECTED.

To edit an existing User, follow the directions above and once in the Auxiliary Access screen, click the EDIT button and make the necessary changes and click OK.

To see your information go to [http://mystudent.erau.edu](http://mystudent.erau.edu)