Granting Auxiliary Access

1. Login to ERNIE.

2. Select the CS Student Center under ERAU Tools. If it is not there, select Personalize, and check the box for CS Student Center under Web Applications. Select OK and the icon should appear in your ERNIE.

3. In the Student Center, scroll down to the Personal Information section and select Auxiliary Access.

4. In the Auxiliary Access window, click Add and complete the form on the next page. When you select Okay the access will be set up.

5. An email will be sent to the address you supplied, containing the account information, not including the account password. You will have to supply your contact with the password yourself.

6. You can edit your Auxiliary Access accounts at any time in this screen. Any accounts that you remove will be available for Reinstatement.

Using Auxiliary Access

1. Go to http://mystudent.erau.edu and login using the Campus Solution User Name supplied in the email and the password supplied by your student.

2. This will take you to a primarily blank screen. All access for Auxiliary users is done through the drop down menu at the top. A few example paths are shown below.