

## "How To Designate Individuals Access"

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>