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.

CS Student Center

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.

Student Name

To add a user, click the "Add" button. 3 Allowed.
To edit a user's information (change password), click the "Edit" button.
To remove a user, check the box next to the Aux Users to be removed, then click the "Remove Selected" button.

Auxiliary Users

Sel	User ID	Relation	Status	Edit
☐	■■■■-$01	Parent 1	Available	Edit
☐	■■■■-$02	Other	Deleted	Reinstate

Add   Remove Selected   go to ...

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.

ORACLE
PEOPLESOFT ENTERPRISE

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.
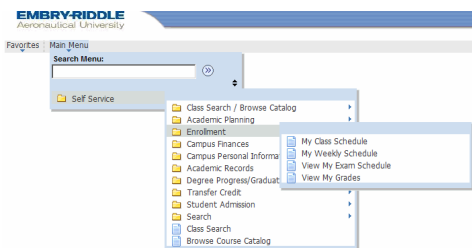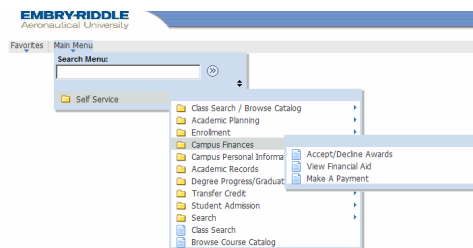
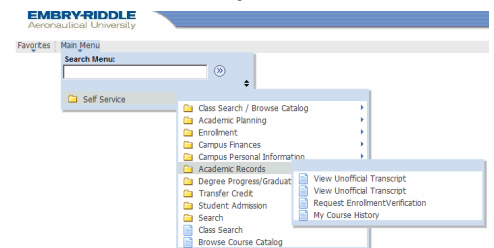| Current Schedule	Finances	Transcript/Grades
Main Menu > Self Service > Enrollment > My Class Schedule	**Main Menu > Self Service > Campus Finances > Make A Payment**	**Main Menu > Self Service > Academic Records > My Course History**