



# AUTHORIZED USERS

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- Inside Self Service, student may designate authorized users who may access billing statement/account activity and/or payment history/account activity
  - Student will list authorized users email account. Authorized users will log into Self Service with email and password.





# AUTHORIZED USERS

**VANGUARD UNIVERSITY**

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

- Student Finance**  
Here you can view your latest statement and make a payment online.
- Tax Information**  
Here you can change your consent for e-delivery of tax information.
- Employee**  
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Course Catalog**  
Here you can view and search the course catalog.
- Graduation Application**  
Here you can view and submit a graduation application.
- Transcript Requests**  
Here you can view and request a transcript.
- Faculty**  
Here you can view your active classes and submit grades and waivers for students.

**Navigation Menu:**

- Home
- Financial Information
- Employment
- Academics
- Daily Work
- Vendor Information
- User Options**
  - User Profile
  - Emergency Information
  - View/Add Authorized User Access**
  - Required Documents
  - Required Agreements



# AUTHORIZED USERS

**VANGUARD UNIVERSITY**

User Options · View/Add Authorized User Access

## View/Add Authorized User Access

*i* From this screen, you can give others (parents, employers, etc.) the ability to access your student information.

### Active Authorized Users

*i* You do not have any designated authorized users. Add one now to allow another self-service user to view or edit your account.

### Add an Authorized User

*i* Select a person from the drop down menu below, or add a new person by selecting Add Another User.

Select an Authorized User

Please Select

Please Select

Mr. John Smith

Add Another User

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# AUTHORIZED USERS

**VANGUARD UNIVERSITY** Sign out Help

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Select an Authorized User

Add Another User

First Name *	Middle Name	Last Name *
<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>
Email Address *	Confirm Email Address *	Email Type *
<input type="text" value="Email Address"/>	<input type="text" value="Email Address"/>	<input type="text" value="Please Select"/>
Phone *	Phone Type *	Relationship *
<input type="text" value="Phone"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>

Access \*

Allow Complete Access

Allow Select Access

Please fill in all information above



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Access \*

Allow Complete Access

Allow Select Access

<input type="checkbox"/> <b>Student Finance</b> ⓘ	<input type="checkbox"/> <b>Financial Aid</b> ⓘ
<input type="checkbox"/> Account Activity	<input type="checkbox"/> Offer Letter
<input type="checkbox"/> Account Summary	<input type="checkbox"/> Financial Aid Home
<input type="checkbox"/> Make a Payment	<input type="checkbox"/> My Awards
	<input type="checkbox"/> FA Outside Awards & Veterans Benefits
	<input type="checkbox"/> FA Required Documents
	<input type="checkbox"/> Satisfactory Academic Progress
<input type="checkbox"/> <b>General</b> ⓘ	<input type="checkbox"/> <b>Academics</b> ⓘ
<input type="checkbox"/> Notifications	<input type="checkbox"/> Academic Records & Final Grades

**Disclosure Agreement**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your student information and update items on your behalf. By checking the box below, you are giving your consent to allow this individual access to your student information:

I authorize the institution to disclose my information to this party

Choose which access you would like to permit to be seen. Then, you must agree to the Disclosure Agreement and click "Submit".