

Parents and Legal Guardians As Authorized Users – New Menu For Online Statements

From this new menu, you can give others (parents, employers, etc.) the ability to access your account information. In Compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial 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 account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

- 1) Please go to the Self Service Banner to add your Authorized User.
- 2) Select **Student Account and Financial Validation Status**.
- 3) At the bottom of the Account Summary by Term Screen, select **Account Detail**.
- 4) Select **NCCU ACCOUNT SUITE**.
- 5) Select the **Authorized Users** tab.
- 6) Select **Add an Authorized User**.
- 7) Enter the E-mail Address of the Authorized User.
- 8) Answer the next 2 questions in this menu.
- 9) Select **Add User**.

Please Note: If you want your parents or legal guardians to receive the same detailed emails that you receive concerning payment deadlines, please add their email addresses to your student account by logging into the Online Address Update Feature in Self Service Banner. There is an option in the Online Address Update Feature to add new email addresses.