

Embry-Riddle Aeronautical University – Dual Enrollment

Parent Auxiliary Access and Making a Payment

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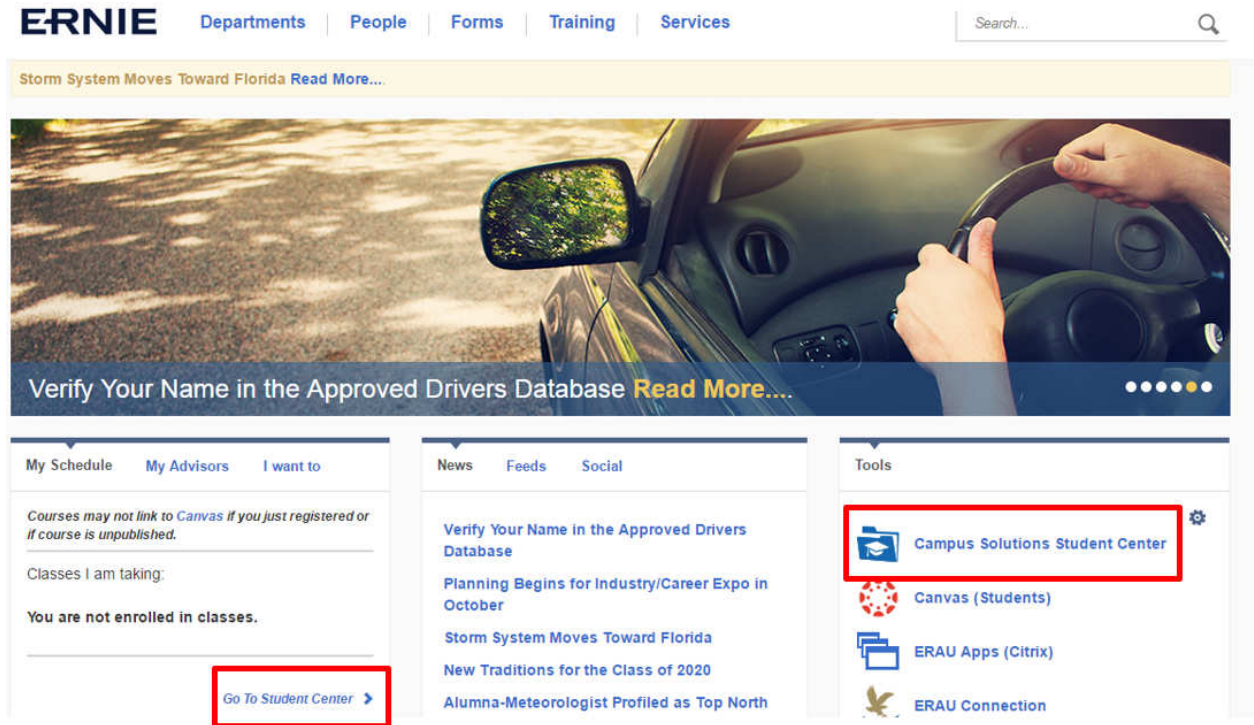
Create an Account

To log into your Embry-Riddle account for the first time it must be activated by following the steps below.

- Visit ERNIE at <https://ernie.erau.edu> and click on the *Activate Your Account* link to get started.
- You'll will need the 7 digit ERAU ID, student identification number that you received. Then, navigate through screens that will prompt you to enter information about yourself.
- Once your account is established, visit ERNIE to access your ERAU email and other services.

The image shows two screenshots from the Embry-Riddle Aeronautical University (ERAU) website. The left screenshot is the login page, featuring the ERAU logo at the top. Below the logo, it says "Enter your ERAU Username and Password". There are two input fields: "Username" with a person icon and "Password" with a lock icon. Below these fields is a small text block: "By logging into my ERAU account, I am agreeing to comply with the ERAU Acceptable Use of University Computing Resources Policy, and other applicable policies." A large brown "LOG IN" button is present, and below it, the text "or [Activate Your Account](#)" is circled in red. At the bottom, there are links for "Forgot Password? Need Help?", "Forgot Username? Alumni / Past Attendee", and "Alumni / Past Attendee". A red arrow points from the "Activate Your Account" link to the right screenshot. The right screenshot is the "Account Activation" page. It has a title "Account Activation" and a text box that says "Please enter your 7 digit ERAU ID that you received in a letter or email from your admissions counselor or supervisor." Below this is an "ERAU ID" input field. At the bottom, there is a link "Forgot Your ERAU ID?" and a blue "Next" button.

- The **Campus Solutions Student Center** link or icon is where you'll find information specific to your application, course registration, review your **To Do List** to identify missing application documents, and etc.
 - If you have an item in your **To Do List**, click the **Details** link and individual item hyperlinks for additional details.



Parent Auxiliary Access

Dual Enrollment students can authorize access for their parents to their educational records through self-service at <https://ernie.erau.edu>. This access will allow parents to make payments and view student records. The parent is assigned Pin # for identification purposes which will allow staff to verify their identity before releasing information to them via phone or in person. This functionality eliminates the need for a FERPA form and must be completed by the student using self-service.

- Start by logging into your Embry Riddle ERNIE account and click on the Campus Solutions Student Center link or icon, as shown in the previous section, to navigate to the Student Center.

- Under Personal Information Section, the student will click on the Auxiliary Access link. That will bring the student to the ERAU Auxiliary Terms and Conditions page.

Favorites | Main Menu > Self Service > Student Center

other academic... [v] [»]

Finances

My Account

[Complete Fin Disclosure Statement of Account](#)
[My Student Account](#)
Clicking on My Student Account allows you to:
- Make a payment
- Enroll in Payment Plan
- Enroll in Direct Deposit

Financial Aid

[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial... [v] [»]

Personal Information

<p>Demographic Data Emergency Contact Names User Preferences Privacy Settings Auxiliary Access</p>	<p>Contact Information</p> <table border="0"><tr><td>Address (No PO Boxes)</td><td>Mailing (PO Boxes Allowed)</td></tr><tr><td></td><td>None</td></tr><tr><td>Home Phone</td><td>ERAU E-mail</td></tr><tr><td>None</td><td></td></tr></table>	Address (No PO Boxes)	Mailing (PO Boxes Allowed)		None	Home Phone	ERAU E-mail	None	
Address (No PO Boxes)	Mailing (PO Boxes Allowed)								
	None								
Home Phone	ERAU E-mail								
None									

other personal... [v] [»]

- Click OK to accept the terms and conditions.

Favorites Main Menu > Self Service > Student Center


ERAU Auxiliary Terms and Conditions

Molly Test

Terms & Conditions ?

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended protects the privacy of my student educational records and limits access to the information contained in those records. I understand that I may request to review my educational records and add additional information or ask to have information corrected if appropriate. I further understand, that MEDICAL, LAW ENFORCEMENT, COUNSELING AND DISABILITY related records are not included under this release, and may be restricted by other state and federal privacy laws. I give permission for the named individuals to receive information regarding my educational records should they inquire. I understand that I might revise or revoke this permission by updating this screen. I also understand that the University may notify the named individuals on this form of the changes upon inquiry. I hereby release Embry-Riddle Aeronautical University and its trustees, officers, employees, and representatives of all claims, demands, and liabilities of whatever kind or nature arising from the release of my information to the individuals I designate to receive it. I acknowledge that this request remains in effect until I change or revoke it. I understand that it is my responsibility to communicate and share information with those persons I deem appropriate. I have read and understand the FERPA explanation and criteria above.

OK **Cancel**



- At the Auxiliary Access page, click the Add button, then enter the following:

Favorites Main Menu > Self Service > Student Center

Auxiliary Access


Molly Test

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
<input type="checkbox"/>				Edit

Add **Remove Selected** go to ...

Save



1. Enter the parent's name.
2. Select the relation form the dropdown box.
3. Enter an eight-character password that contains 1 numeric, 1 upper and 1 lower case letter.
4. Enter a pin with a minimum of four characters. This pin will be used to give information out via the phone.
5. Check the Add/Remove Access check box.
6. Enter the parents email address.
7. Click the Okay button.

Favorites Main Menu > Self Service > Student Center

ERAU Auxiliary Access

ID 0855122 **Angela Crouch**

Aux User ID bugarska-\$01

*Aux User's Name Angela Test

Relation Parent 1

Must be at least 8 characters, with at least one lower case, one upper case, and at least one number. You must communicate the password to the person you are granting access to.

For your security, do not use your ERNIE password!
Min Length: 8 / Numeric: 1 / Upper: 1 / Lower :1

Password

Confirm

The PIN must be a minimum of four characters. This PIN will be used for phone or in-person verification for the person you are granting access to.


*PIN 12345

Add/Remove Access

? I give permission for the above named individual to have access to my educational records

This e-mail address will be used to correspond with the person you are giving access to.

*Aux User Email angela.crouch@erau.edu

 Okay Cancel

- Clicking Okay will bring the student back to the Auxiliary Access page. From that page the student can update, add additional or remove access. The **Auxiliary User** is systematically assigned a **User ID** which is the student's UserID -\$01. If a second Auxiliary User is authorized, the User ID would be the student UserID-\$02.

Favorites Main Menu > Self Service > Student Center


Auxiliary Access

Molly Test

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
<input type="checkbox"/>	bugarska-\$01	Parent 1	Available	Edit

Add **Remove Selected** go to ...

Save 

- The **Save** button must be clicked to end the transaction. The authorized user now has access to the system and they will receive an email through the address provided informing them of their User Name and Pin Number.
 - The password you created **MUST** be communicated to the authorized user, it is not the same as Pin Number, and will not be included in the email.
 - If the authorized user doesn't receive the email at the address provided while creating the account, please have them check their SPAM Filter.

Example Email generated and sent to the email used when creating the Auxiliary Access account:

Subject:	Embry-Riddle Auxiliary Access
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Welcome Angela Test to Embry-Riddle's Auxiliary User Access. This email outlines your Auxiliary Access profile and capabilities granted to you by Molly Test.

Please contact your student for your login password.

Campus Solution User Name: bugarska-\$01

Name is Angela Test

Pin number is 12345

Relationship to Angela Crouch is Parent 1

Email address is angela.crouch@erau.edu

ACCESS GRANTED: Permission for educational records

.....

The Embry-Riddle link for Auxiliary Access Users:
<http://mystudent.erau.edu>
Copy and paste the link into your browser to access.
.....

To speak to an Embry-Riddle employee, please contact the appropriate campus listed below.

Daytona Beach: 386.226.6030
Prescott: 928.777.3808
Worldwide: 866.393.9046

Thank You,
Embry-Riddle team

Making a Payment with the Auxiliary Access

To make a payment with Auxiliary Access, go to <http://mystudent.erau.edu> and login into the Embry-Riddle Auxiliary Access User website.

- Sign in by entering the Campus Solutions User Name provided in the “auxiliary access email” and student communicated password.



ORACLE
PEOPLESOFT

Sign In

bugarska-\$01

Password

English

Sign In

Enable Accessibility Mode

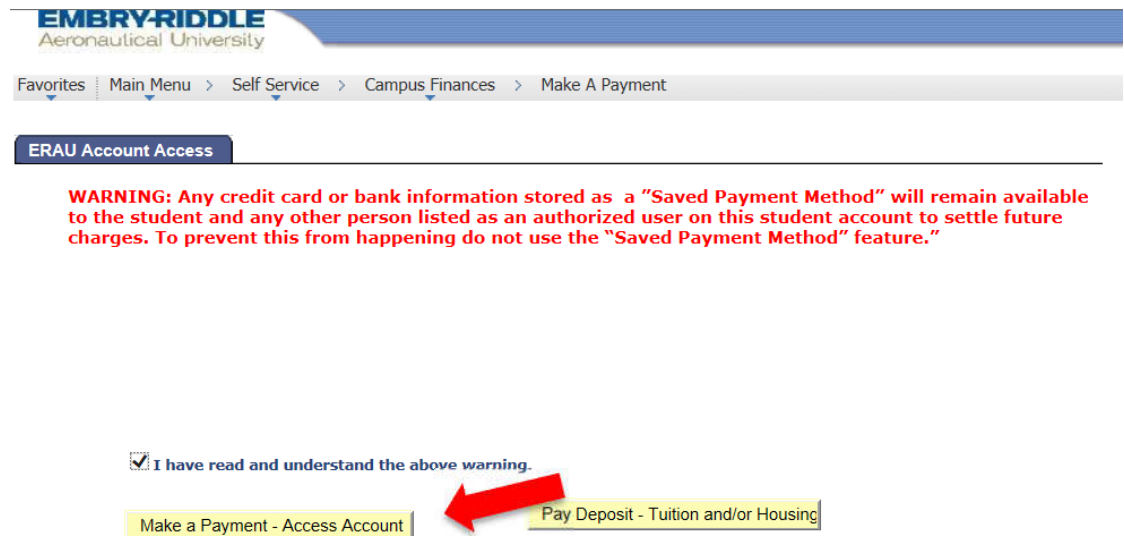
- Once the authorized user has signed in, the Auxiliary User Collection will be displayed. This collection provides an icon with hyperlink and description of the student information they have been granted access to. To make a payment, click on the Make A Payment link:

The screenshot shows the top navigation bar of the Embry-Riddle Aeronautical University website, featuring the university's logo and the text "EMBRY-RIDDLE Aeronautical University". Below the logo are two menu items: "Favorites" and "Main Menu".

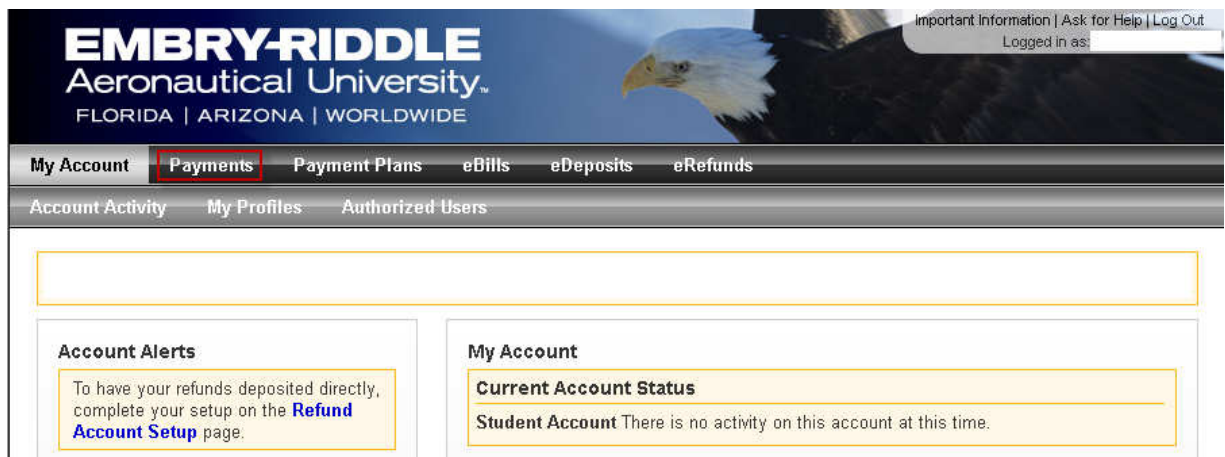
The main content area is titled "Auxiliary User Collection" and contains a list of ten user service links, each with a small icon and a brief description:

- Make A Payment**: Access the student account to make a payment and view the student account.
- View Financial Aid**: View information about the student financial aid awards, including scheduled disbursements.
- My Class Schedule**: View the student class schedule for a specified term.
- My Weekly Schedule**: View the student weekly schedule in a calendar format.
- Holds**: View holds placed on the student record for specific services. See how to resolve them.
- To Do List**: View pending to do items on the student record. See how to complete them.
- View My Grades**: View or print a listing of the student grades and check the current grade point average.
- View Unofficial Transcript**: View an unofficial copy of the student academic transcript.
- My Academic Requirements**: View the student academic requirements.
- View Transfer Credit Report**: View the student official transfer credit report.
- Class Search**: Use search criteria to find a class or browse the course catalog.
- Browse Course Catalog**: Browse the course catalog by subject.

- If this is your first time entering, you will be required to read and check that you have read and understand the ERAU Account Access Warning by clicking the checkbox shown below:



- Click the Make a Payment - Access Account button to open the payment center. Note: The payment center will open in a new tab, if it does not open turn your popup blocker off.
- Click the Payments menu item:



- Click the Make a Payment button.

Aeronautical University
FLORIDA | ARIZONA | WORLDWIDE

My Account Payments Payment Plans eBills eDeposits eRefunds

Account Payment Payment History

Account Payment

Account Payment

Current balance includes activity since your last statement, including recent payments and new charges.

Student Account

Make a Payment

- Click, Current account balance, enter a balance and click the continue button.

FLORIDA | ARIZONA | WORLDWIDE

Bill+Payment Header my account Payments Payment Plans eBills eDeposits eRefunds

Account Payment Payment History

Account Payment

Amount	Payment Method	Confirmation	Receipt
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Select Payment

Current account balance: \$280.00 Payment Date: 5/15/13

Amount due: \$0.00 \$ Memo:

Future due: \$0.00 \$

Your "future due" amount may not reflect your payment for charges with due dates in the future.

Continue

- Select the payment method and click the Select button. Note that the acceptable forms of payment include VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS or any DEBIT Card using one of the previously mentioned servicers.

Account Payment

Amount	Payment Method	Confirmation	Receipt
--------	----------------	--------------	---------

Select Payment Method

Payment amount: \$280.00

Payment method:

[Select](#) [Previous Step](#) [Cancel](#)

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Credit Card - We accept the following credit cards.



- Enter your account information and click the Continue button.

Account Payment

Amount	Payment Method	Confirmation	Receipt
--------	----------------	--------------	---------

Select Payment Method

Payment amount: **\$280.00**

Payment method: Credit Card

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Credit Card - We accept the following credit cards.

Account Information

***Indicates required fields**

*Card account number:

*Name on card:

*Card expiration date:

*Credit card type:

*Card Verification Value: [\(View example\)](#)

Cardholder Billing Information

International Address?

*Billing address:

Billing address line two:

*City:

*State/Province:

*Postal code:

Option to Save

Save this payment method for future use

Save payment method as:

(e.g. My CreditCard)

- Click the submit button. You will receive payment confirmation via email and please allow 24-48 hours for processing through the payment vendor.