ERAU Dual Enrollment
Parent Auxiliary Access Guide

How to Setup Parent Auxiliary Access

Dual Enrollment students can authorize access for their parent or guardian to view their educational records by logging into ERNIE at https://ernie.erau.edu

This access will allow parents or guardians to make payments and view student records. The parent or guardian is assigned a 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. This process must be completed by the Student via their ERAU Student Account.

Steps:

1. Start by logging into your **Embry Riddle ERNIE Student account**.

2. Navigate to your **Campus Solutions Student Homepage**

   Campus Solutions Student Homepage

3. Click on **Profile**, then **Auxiliary Access** will be on the left side navigation toolbar

4. Click **Add** button

5. Enter the **Parent's name**

6. Select the **Parent Relation** from the drop down list

7. Create a **12-character password** which contains 1 number, 1 upper case letter and 1 lower case letter

8. Create a **Pin** with a minimum of 4-Characters. This pin will be used to give information out via phone.

9. Check the **Add/Remove Access** check box

10. Enter the **Parent/Guardian Email Address**

11. Click the **Okay** button

ERAU Auxiliary Access

ID 2434882   Cedric T'Est

Aux User ID   testc-$02

*Aux User's Name [   ]

Relation [▼] ?

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 [   ]

▼ 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 [   ]

[Okay]   [Cancel]

Once submitted, the Auxiliary User (Parent or Guardian) 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.

After the process has been completed, the Authorized User will receive an email through the address provided that will inform them of their User Name and Pin Number.

Parent Auxiliary Access Login

Once your Parent has been given Auxiliary Access, they will be able to log into the ERAU Auxiliary Access User Website via http://mystudent.erau.edu

To **Login**, your Parent will need their **User Name and Password**.

If you experience any difficulty setting up or logging into your account, please contact IT Support via http://erau.edu/tech-support **or the Dual Enrollment Office.**