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

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**
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](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](http://erau.edu/tech-support) or the [Dual Enrollment Office](http://erau.edu/tech-support).