For students: How to grant access to an authorized user

1. Login to my.sandiego.edu with your username and password.

2. Click on the FERPA page under the Torero Hub tab
3. Click on Add Authorized User

4. Enter First Name, Last Name and Valid Email Address. Click on “Add Authorized User”.
5. Click on “Expand” next to Authorized User’s Name. Note: The “locked” icon indicated that the Profile and Authorizations have not been completed.

6. There are four tabs Profile, Authorization, History, Communication

7. Go to Profile tab – Select the appropriate Relationship. The Start Date and End Dates are populated by default for a period of 100 years, but you can change them. *This section must be completed prior to adding any authorizations to the user.*

8. Go to the Authorization tab, click the check boxes for the items you wish to authorize your authorized user to view.
   - Clicking on the check box for a category will allow your authorized user to see all the pages for that category (e.g. clicking Financial Aid Information will allow authorized user to see Financial Aid Status, Award Package, Award Messages, and Award History).
   - Selections are automatically saved and indicated by the second checkbox under each category. The upper checkbox becomes unchecked, but your selection is saved.
To assign a new user the same authorizations as an existing user, select the Copy Authorizations drop down box.

9. At this point, you have completed all of the necessary steps. The MyUSDS Student Portal and FERPA Authorization enables you to manage all your authorizations as well as:

- Resending emails: Communications tab
- Resetting pins: Profile tab
- View Authorization History: History tab
- Add or Remove authorized access: Authorization tab
- Delete authorized users: Profile tab

For authorized users: How to access the student record for the first time

1. The email providing information on how to login to the new MyUSDS Student portal will be sent to the authorized user’s email from parents@sandiego.edu. Open the email message with the subject “New authorized user identity”. If you did not receive the “New authorized user identity” email, please check your ‘spam or junk email’ folder.
2. Click on action URL link (highlighted below). **WARNING**: The action URL is a single-use URL and it is valid for **10 days**. Subsequent uses of the action URL will redirect to the MyUSDStudent portal login page. If your URL is expired, you can enter your email address on the MyUSDStudent login page and click on the Forgot Pin button. The system will send you a new email with a valid URL.

3. Enter the Action Password also included in the e-mail (circled in red above). Click “Submit”.

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The e-mail you received contained an Action Link (which you have used to get here) and an Action Password used to verify that you are the intended recipient. You will also use this value as the "Old PIN" on the following page when establishing your new PIN.

* indicates a required field.

**Action Password**  

![Submit button](submit_button.png)
4. Enter the Email Address, Old PIN (PIN in email), New Pin, Validate PIN. Then click on “Save”. Note: New Pin must be a 6-digit numeric PIN (0-9).

5. On the profile tab, verify the First Name, Last Name, Email Address, and add Mailing Address and Birthdate. Other information is optional.
   - **WARNING**: If you don’t add the required fields, you will **not** be able to view any of your student’s information.
   - Note: You will get an email confirming that you updated data. The First Name, Last Name and Email Address can also be updated here. If the email address is updated, the authorized user will get two emails – one email sent to the old email address and one sent to the new address. The email includes instructions to begin viewing the authorized pages with the new email address.
Required data missing: Address Line 1: City: State: Zipcode: Nation: Birthdate

**Authorized User Profile**

- * indicates a required field.
- 

**Salutation**
- 

**First Name** *
- Beverly

**Middle Name**
- 

**Last Name** *
- Test

**Name Suffix**
- 

**Personal email address E Mail Address** *
- steffaniehole@outlook.com

**Permanent Phone Area Code**
- 

**Permanent Phone Number**
- 

**Mailing address Address Line 1** *
- 123 Normal St

**Mailing address Address Line 2**
- 

**Mailing address Address Line 3**
- 

**City** *
- San Diego

**State** *
- California

**Zipcode** *
- 92110

**Nation** *
- United States of America

**Gender**
- 

**Birthdate (MM/DD/YYYY)** *
- 01/01/1960

**Save**
6. You may now select the tab with the appropriate student name to view any pages authorized by the student.

7. To view information, click on any of the links under the main headings (Academic Information, etc). Note: All pages will open into a new window and therefore please ensure that *pop-up blockers are disabled*.

For authorized users: Returning to the MyUSDStudent Portal

If you wish to access a student’s record through the MyUSDStudent portal after activating your account for the first time, return to the My.SanDiego.edu portal site and click on the MyUSDStudent Portal link. The link will take you to the login page where you can enter the credentials you established when activating your account.