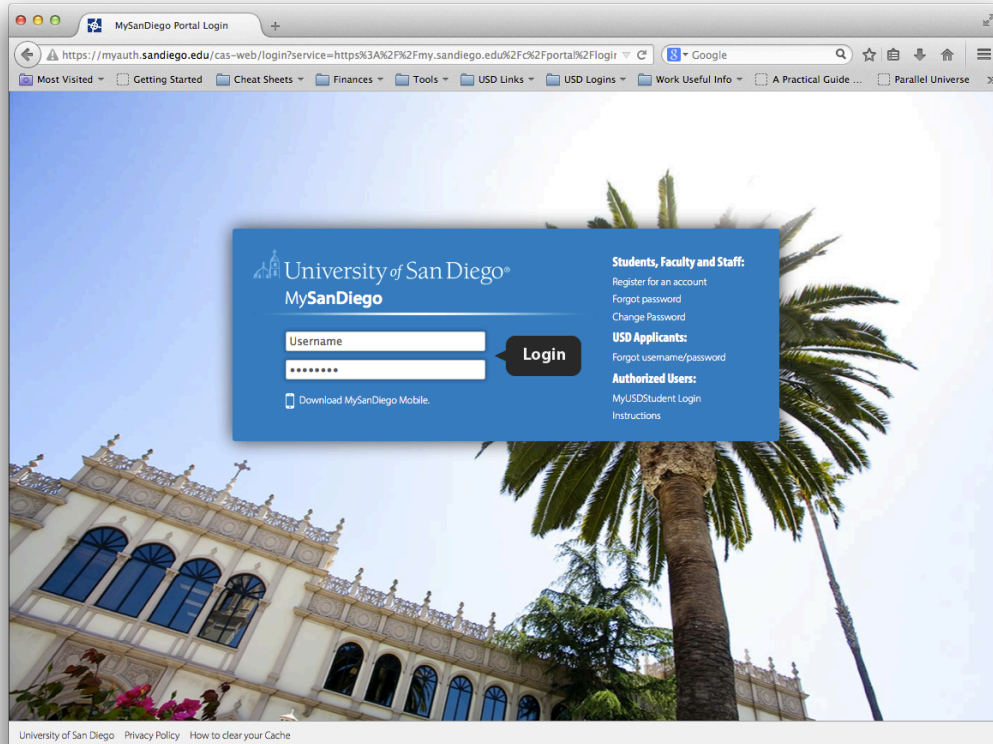
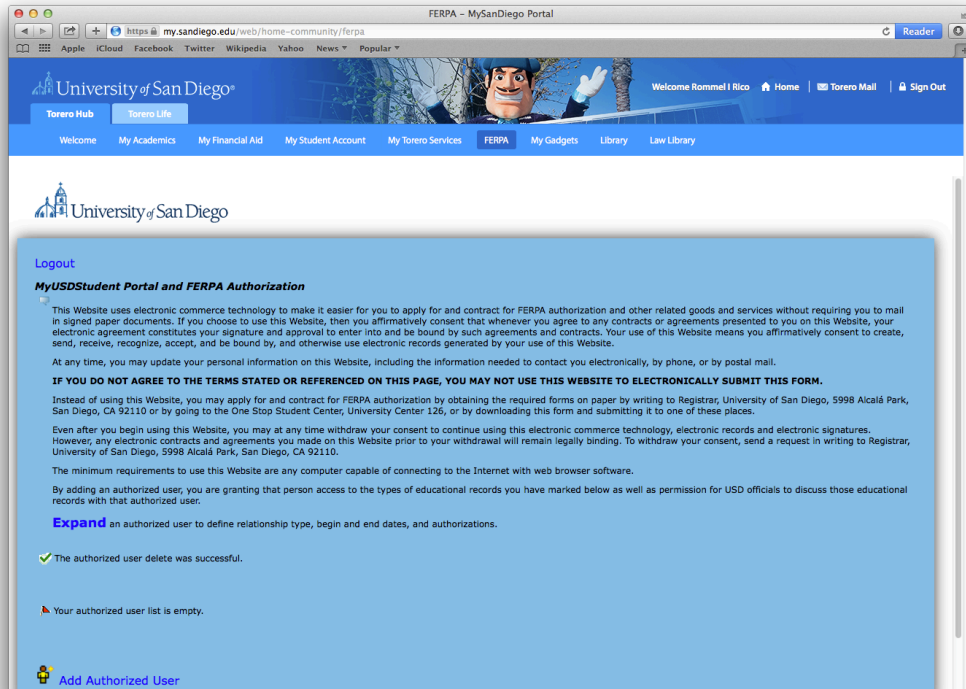


For students: How to grant access to an authorized user

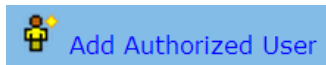
1. Login to my.sandiego.edu with your username and password.



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”.

Add an Authorized User

Add a new Authorized User using the form below. Then edit their profile and authorization settings to enable appropriate access.

* - indicates a required field.

First Name*

Last Name*

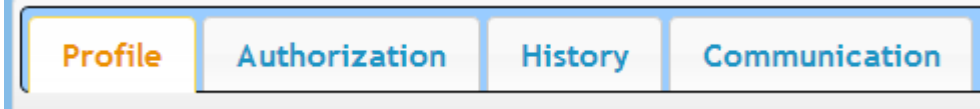
E-mail Address*

Verify E-mail Address*

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.*

Authorized User Profile

Please select your relationship with this authorized user. The list of pages available to the authorized user is based on relationship type. The description field is your personal note about this authorized user (dad, mom, soccer coach, non-related 3rd party). Your parent's birthdate which they will provide when they login, will be used to determine FERPA identity for phone calls or other off-line queries by this authorized user. Please **do not** create a Passphrase as we do not use this functionality. You can control the start and end dates for the authorized user access below.

* - indicates a required field.

Relationship* Parent or Legal Guardian

Description

Passphrase

Start Date (MM/DD/YYYY)* 05/29/2014

Stop Date (MM/DD/YYYY)* 05/05/2114

E-mail Passphrase Reset PIN Delete Authorized User Relationship

Your authorized user has not verified their email address.

Until authorizations are confirmed on the "Authorization" tab, the authorized user's PIN is disabled.

Note: The authorized user will get an email with subject line “New authorized user identity”. If the authorized user’s email address has already been used by another student, only one email will be sent to the authorized user with the subject line ”New authorized user relationship.” This creates a relationship between student and authorized 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.

Page Authorization

Select the information pages your authorized user should be able to access. Once authorized, your authorized user will be able to view and/or update these pages when they log in.

Only the first four authorized users will have access to CashNet account under Student Accounts.

Note: Your selections are automatically saved as indicated by the second checkbox under each category.

Copy Authorizations
Select Authorized User ▼

Academic Information

Academic Information includes the following

- Schedule
- Midterm Grades
- Final Grades
- View Holds
- Transcripts

Financial Aid Information

Financial Aid Information includes the following

- Financial Aid Status
- Award Package
- Award Messages
- Award History

Student Accounts (Parking, campus card services) Information

Student Accounts (Parking, campus card services) Information includes the following

- Billing and Payments - CashNet
- Parking Info
- Purchase Campus Cash

USD-maintained Loan Information

USD-maintained Loan Information includes the following

- Billing, Repayment, Balances and/or collection activity, Loan history and status, Credit reporting, and Communications.

E-mail Authorizations

- At this point, you have completed all of the necessary steps. The MyUSDStudent 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

- The email providing information on how to login to the new MyUSDStudent 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.*

View: All ▾

parents@sandiego.edu

▶ New authorized user identity

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.

New authorized user identity



parents@sandiego.edu (parents@sandiego.edu) 6:40 PM ▶ Newsletters
To: steffaniehoie@outlook.com ▾

Action

Dear MyUSDStudent Authorized User,
This message is to inform you that Steffanie Hoie has added steffaniehoie@outlook.com as an authorized user in the MyUSDStudent Portal.

Please use this link and PIN to login to the new system. NOTE: This link will expire in 10 days and you will need to request a new pin by going to the MyUSDStudent portal login page.
https://usdssb.sandiego.edu/prod/bwggkpxya.P_PA_Action?p_token=QUFCUVZXQUFIQUFKNITUQUFZ

PIN: RWD6IUSZ

Note: Although the system-generated PIN is a combination of letters/numbers, when you first log in to the website, you will be asked to create a 6-digit numeric PIN (0-9) and to fill in profile information.

Once you have set up your access, you can get to the new portal by going to my.sandiego.edu and clicking on the MyUSDStudent portal link.

If you believe you've received this message in error, please contact help@sandiego.edu.

Sincerely,
The USD Office of Parent Relations

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



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

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).



Enter your new PIN twice, a PIN must be a number.

Welcome to the MyUSDStudent Portal. Your e-mail address has been verified. The next step is to save your security PIN for proxy access.

* - indicates a required field.

Minimum PIN length: 6 Maximum PIN length: 6. Your PIN must be numeric.

Enter e-mail address*

Enter Old PIN*

Enter New PIN*

Validate PIN*

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

Please keep your Authorized user information up-to-date

[Click here to change your PIN](#)

* - indicates a required field.

Salutation

First Name *

Middle Name

Last Name *

Name Suffix

Personal email address E Mail Address *

Permanent Phone Area Code

Permanent Phone Number

Mailing address Address Line 1 *

Mailing address Address Line 2

Mailing address Address Line 3

City *

State *

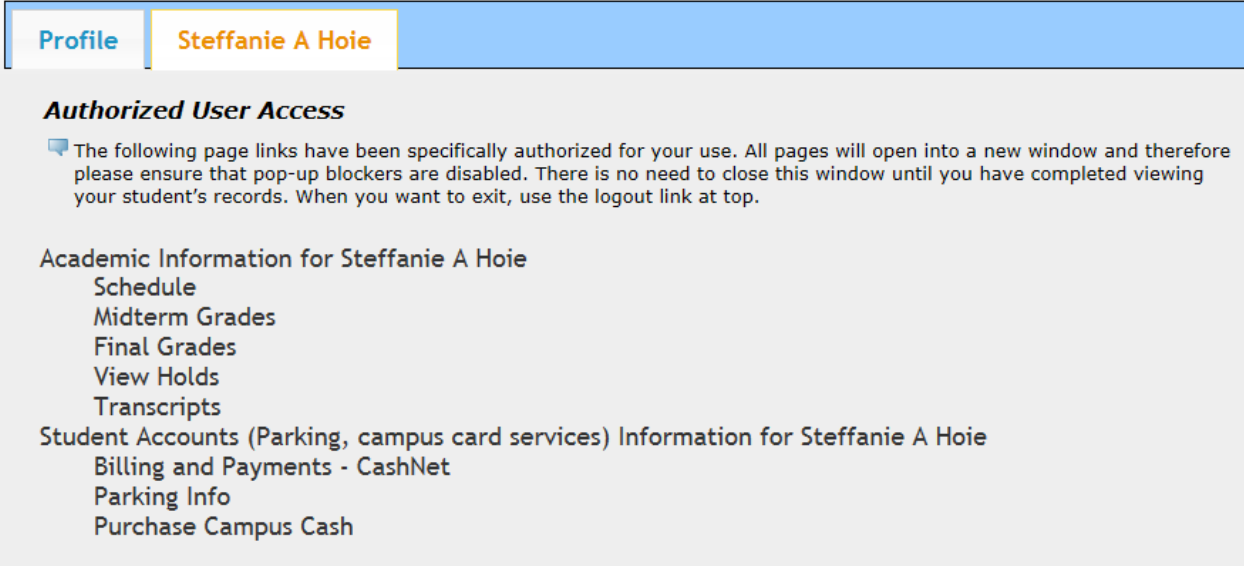
Zipcode *

Nation *

Gender

Birthdate (MM/DD/YYYY) *

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



The screenshot shows a web interface with a navigation bar at the top. The bar has two tabs: 'Profile' and 'Steffanie A Hoie'. Below the navigation bar, the main content area is titled 'Authorized User Access'. It contains a blue speech bubble icon followed by a paragraph of text: 'The following page links have been specifically authorized for your use. All pages will open into a new window and therefore please ensure that pop-up blockers are disabled. There is no need to close this window until you have completed viewing your student's records. When you want to exit, use the logout link at top.' Below this text, there are two main headings: 'Academic Information for Steffanie A Hoie' and 'Student Accounts (Parking, campus card services) Information for Steffanie A Hoie'. Under the first heading, there are links for 'Schedule', 'Midterm Grades', 'Final Grades', 'View Holds', and 'Transcripts'. Under the second heading, there are links for 'Billing and Payments - CashNet', 'Parking Info', and 'Purchase Campus Cash'.

- 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*.

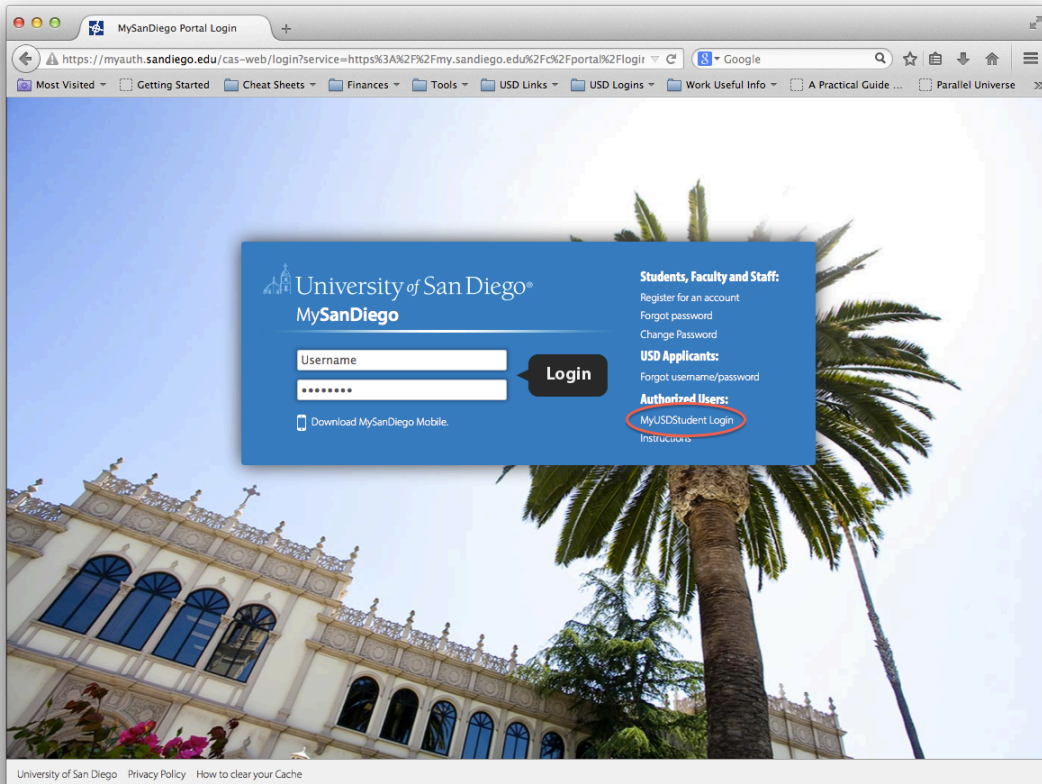
For authorized users: Returning to the MyUSDStudent Portal

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.

MySanDiego Portal Login

https://myauth.sandiego.edu/cas-web/login?service=https%3A%2F%2Fmy.sandiego.edu%2Fportal%2Flogin

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The image shows a web browser window displaying the MySanDiego login page. The page features a blue header with the University of San Diego logo and the text "MySanDiego". Below the header, there are two input fields for "Username" and "Password", followed by a "Login" button. To the right of the login fields, there are three sections: "Students, Faculty and Staff" with links for "Register for an account", "Forgot password", and "Change Password"; "USD Applicants" with a link for "Forgot username/password"; and "Authorized Users" with a link for "MyUSDStudent Login" which is circled in red. At the bottom of the page, there is a footer with the text "University of San Diego Privacy Policy How to clear your Cache".

University of San Diego
MySanDiego

Username
Password

Login

Download MySanDiego Mobile.

Students, Faculty and Staff:
Register for an account
Forgot password
Change Password

USD Applicants:
Forgot username/password

Authorized Users:
[MyUSDStudent Login](#)
Institution

University of San Diego Privacy Policy How to clear your Cache