How to Establish an Authorized User & Parent Pin
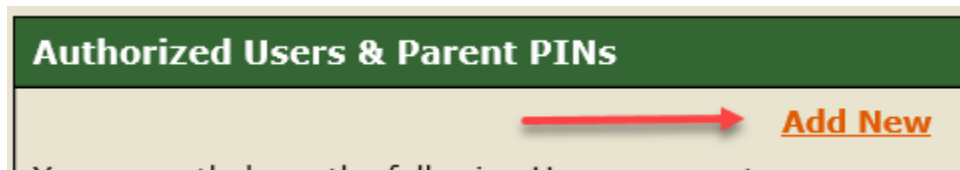
1. Click on the LaVerne Portal and login with your user name and email password.
2. Click on **Financial Aid & Student Accounts**.
3. Click on **Student Account Services**.
4. Click on the **My Student Account Center**.
5. Under Authorized Users & Parent Pins select **Add New**.

6. Enter Parent Pin Information including email

7. Answer questions and click OK

A welcome email will be sent to the email address entered. The email will contain the optional note, login ID, temporary password and a link to access this site.