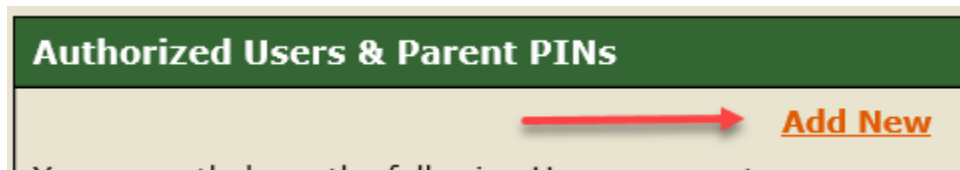


How to Establish an Authorized User & Parent Pin

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

A screenshot of the University of La Verne "My Student Account Center" interface. The form is titled "Authorized User & Parent PIN Information" and contains the following fields: Username, First Name, Last Name, Email Address, Confirm Email Address, Relationship to Student, Phone Number, Address Line 1, Address Line 2, City, State, and Zip. Below these fields is a text area for "Add a note to the welcome email (optional)". There are three radio button questions: "Should this person... be allowed to log in?", "receive Installment Payment Plan email notifications?", and "be allowed to receive SMS (text message) notifications?". Each question has "Yes" and "No" options. A disclaimer at the bottom states: "In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information." The form has "OK" and "Cancel" buttons at the bottom.

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.