



THE UNIVERSITY OF SCRANTON

COMPREHENSIVE GUIDE TO FINANCIAL AID PROGRAMS

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DOORS



THIRD PARTY ACCESS

All University students have electronic access to their personal record information via my.scranton portal/self-service. Students are able to authorize access to select information to third parties, such as parents or spouses. The University strictly adheres to protection of student records in accordance with the Family Educational and Privacy Rights Act (FERPA). FERPA regulations require a student to provide official authorization to release confidential educational record data, with the exception of certain directory information, to any third party.

In many cases students wish to share personal educational information with parents or spouses who are partners in their education. Students may authorize access to student financial records located in the Bursar and Financial Aid sections of self-service. This would include student account balances, financial aid award notifications, and current financial aid award statuses. Students may also grant access to class schedules, mid-semester and final grades and unofficial transcripts. Students will control access to specific areas and will be able to add or rescind authorization.

To authorize Third Party Access, students need to follow the following steps:

- Log in at my.scranton.edu
- Click on “Home”
- Click on “Self Service”
- Under the “Personal Information” tab, click “Third Party Authorization Form”
- Click on “Add A New User”
- Complete the requested personal information regarding third party
- Assign a USERNAME (must begin with P*) and PASSWORD
- Select information you wish third party to access
- Make sure to notify the third party of the USERNAME and PASSWORD you created for them. They will also use this password when calling the Bursar and/or Financial Aid Office to discuss confidential information about your student account and/or financial aid.

The University’s goal of enabling students to grant chosen parties access to their personal student educational records is to strengthen the relationship between students and their educational partners.