



# Instructions to UCLA Third-Party Access

## Third-Party Access

Financial Aid and Scholarships takes the security of our student information very seriously. As mandated by the Family Education and Privacy Act (FERPA) and for the protection of our students, Financial Aid and Scholarships WILL NOT release any student specific information to a third-party (including parents) without the student's permission.

Third-Party access can be set up on MyUCLA to allow anyone designated by the student to have access to the student's information on MyUCLA. Permission can also be granted for the student's information to be shared in person, over the phone or via email without the student being present. Third-party access can be granted to anyone selected by the student. Once granted, third-party access can be rescinded by the student at any time.

It is up to the student to determine which functions will be accessible to the third-party user. For instance, the student may assign the third-party access to view and pay their BruinBill, but not to view their grades, class schedule, or financial aid award.

A Third-Party video tutorial is available at (<https://www.youtube.com/watch?v=y0ggOXTypuA#t=29>) or view the following steps on how to assign third-party access.

UCLAedu Overcast with Haze, 69.0°F | Tuesday, May 27, 2014 | Spring 2014 - Week 9

**UCLA** MyUCLA

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## Good Morning. Welcome to MyUCLA!



**GC-URSP**  
Grand Challenges Undergraduate Research Scholars Program  
ACCEPTING APPLICATIONS THROUGH MAY 29

[Sign In](#)  
[Forgot UCLA Logon?](#)  
[Forgot Password?](#)  
[New to MyUCLA?](#)  
[Create UCLA Logon/Password](#)

**WORKSHOPS AND ANNOUNCEMENTS**

**Tuesday, May 27**  
9:00 AM Workshop - BRP Workshop #3 (Week 9) - [Sign in now to register!](#) *limited to L&S students only*  
2:30 PM Undergraduate Education Information Technology - Counselor Desktop Training

**Thursday, May 29**  
10:00 AM Workshop - Citation Workshop: Avoiding Plagiarism - [Sign in now to register!](#)  
3:00 PM Workshop - Ethical Reasoning and Logic

Headlines

[Student Services](#) [Daily Bruin Headlines](#) [Campus News](#)

Summer Online Courses Produced by the School of Theater, Film and TV – Including Nine GE's in Five Categories

Lagon to MyUCLA using your UCLA Logon ID.

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## ENROLLMENT HOME

Explore and access different enrollment features, tools, and related resources. Use the tutorials as a guide to your UCLA class enrollment experience.

### Enrollment Actions

**Find a Class and Enroll**  
Search for classes and enroll or waitlist a class to your study list or add a class to your class planner.  
[View Tutorial](#)

**Drop a Class**  
Drop impacted and/or non-impacted classes from your study list.  
[View Tutorial](#)

**Exchange Class or Section**  
Exchange a class or section on your study list for another class or section.  
[View Tutorial](#)

### Other Enrollment Features

**Class Planner**  
Use this feature to help you plan for your classes. Search for classes on Class Planner or Find a Class and Enroll to add a class to your planner. You can maintain and manage multiple.

**Enrollment Appointments**  
Find out when your enrollment appointment pass time begins and ends to enroll a class and perform all other enrollment actions.

**Study List**  
View the official list of your enrolled and waitlisted classes.  
[View Tutorial](#)

**NEED HELP?**  
**OTHER IMPORTANT LINKS**  
**ENROLLMENT APPTS**  
**STUDY LIST**  
**VOTER REGISTRATION**

BruinAlert of  
Change Password of  
Classmates Profile  
Emergency Contact  
Feature Options  
Official Email/Address/Phone  
Privacy Options  
Race/Ethnicity Info  
Third Party Access

Click on “Settings” at the top of the page.

Click on “Third Party Access” at the bottom of the dropdown menu.

Home Page Settings | Notices 0 | Help | Logout

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## THIRD PARTY ACCESS

Official Email/Address/Phone Emergency Contact Privacy Options **Third Party Access** Race/Ethnicity Info

### Manage Third Party Access

You can create or modify Third Party access to your MyUCLA account. For example, you can give your mother access to the BruinBill function so that she can pay your student bill.

[+Add New Account](#)

**NEED HELP?**  
If you need additional assistance, you may choose to contact the Information Technology Services office by:  
• Phone: (310) 825-8000, option 2  
• Send Feedback

Enrollment Home  
Information Technology Services

Click on “+Add New Account”

You will need to provide the UCLA logon of the person to whom you are granting access.

See next page on how to create a MyUCLA account for Third-Party Access.

## Creating a MyUCLA Account for Third-Party

Before you can proceed with granting Third Party Access, you will need to have the Third Party user create a UCLA logon at <https://logon.ucla.edu>

They will click on “Create UCLA Logon ID”.

Read and accept the conditions and terms of creating a UCLA Logon ID.

Students, Parents’, or Friends will check off the following:

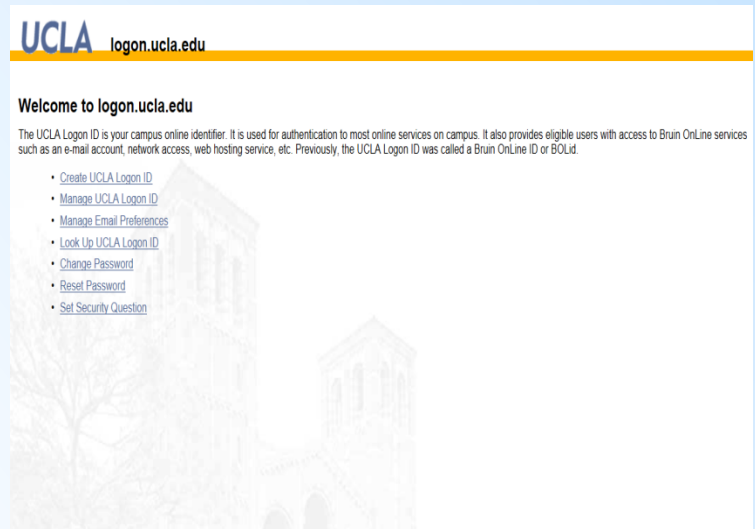
“I do not have a UCLA Identification Number and I am NONE OF THE ABOVE...”

Then click “Next.”

Continue with the setup by providing required personal information.

Then click “Next.”

Create UCLA Logon ID & Password



## THIRD PARTY ACCESS

Official Email/Address/Phone	Emergency Contact	Privacy Options	Third Party Access	Race/Ethnicity Info
<b>New Account ?</b>				<b>NEED HELP?</b> If you need additional assistance, you choose to contact the Information Technology Services office by: • Phone: (310) 825-8000, option 2
<div>UCLA Logon of Third Party <input type="text"/></div> <div>First Name of Third Party <input type="text"/></div> <div>Last Name of Third Party <input type="text"/></div> <div>Association (i.e. parent, guardian, spouse, partner) <div>No Relation Specific</div></div> <div><input type="checkbox"/> I hereby authorize UCLA to release to the individual above the following financial, academic, and by The Family Educational Rights and Privacy Act (FERPA) I understand that as the student I am resp and enrolling each term.</div>				
<b>Available</b> the phone, via e-mail, or in person (e.g. does not include courses or grades) <b>Financial</b> <div><input type="checkbox"/> Pay the student's BruinBill account with bi-monthly email reminder sent to the third party</div> <div><input type="checkbox"/> Pay the student bill (BAR Account) and don't send email reminder</div> <div><input type="checkbox"/> Obtain the student's BruinBill information over the phone, or via e-mail, or in person</div> <div><input checked="" type="checkbox"/> View Tax Information</div> <div><input type="checkbox"/> Access to BruinCard information over the</div>		<b>Selected</b> <b>Financial</b> <div><input type="checkbox"/> View Disbursement Summary</div> <div><input type="checkbox"/> View Tracking Required Documents</div> <div><input checked="" type="checkbox"/> Access to Financial Aid information over the phone, or e-mail, or in person</div>		

Provide the UCLA logon, first name, last name, and association of your Third Party. Select the permissions you want to grant.

In order for Financial Aid and Scholarships to share student's information without the student being present “Access to financial aid information over the phone, email or in person” must be selected.

Once you have selected the desired actions, click on “Save”.

MyUCLA access will be updated real-time. It will take a few minutes for the permissions to be routed to Financial Aid and Scholarships or other UCLA offices.