



Third Party Access Explanations & Options

There are three primary ways a student can share information with a third party such as a parent – these common methods are listed below. Please remember, regardless of a student's age, they are protected under FERPA as soon as they are a matriculating degree seeking student. This can be frustrating for a parent trying to help a student – so please review these options now! Be prepared now for later!

FERPA – this is granted online by the student who assigns a third party a pin # which the third party must supply when they call or stop in the office for assistance. This is good for one year only.

- <https://www.kutztown.edu/about-ku/administrative-offices/registrar/ferpa.html>

Authorized User – Financial Access - This is granted by the student in their Payment Dashboard to allow a third party to get online billing notifications, billing texts and allows them to save their own payment methods and set up payment plans for the student! This avoids having to log in as the student (two-step verification can make this difficult once they are on campus). This remains until rescinded.

***Trick** – Students can set themselves up as an Authorized User to get billing emails to their personal email address as a backup!

1. Student navigates to [MyKU](#) > Student Accounts card > select Payment Dashboard
2. Student selects Authorized Users – Add Authorized User & enters their information.
3. The Authorized User will get emails and must log in and complete the process.
4. This will be their special link: https://secure.touchnet.net/C20841_tsa/web/login.jsp

Parent & Family Bulletin – we encourage family members to sign up for the monthly bulletin online!

- <https://www.kutztown.edu/news-and-media/ku-media/parents-and-family-bulletin.html>
- Past issues are online to review!

FERPA Questions – RegOffice@kutztown.edu – or 610-683-4485

Authorized User Questions – StudentAccounts@kutztown.edu – 610-683-4133