KUTZTOWN
U N I V E R S I T Y

Third Party Access Options

There are three primary ways a student can authorize the sharing of information with a third party, such as a parent. These common methods are listed below.

Please remember that **regardless of a student's age**, once they are a **matriculating, degree-seeking student**, their educational records are protected under FERPA. Because of this, colleges and universities are often unable to share information directly with parents without the student's permission.

This situation can sometimes be frustrating for parents who are trying to support their student. To avoid challenges later, please review the options below now and discuss them with your student.
Be prepared now for later!

FERPA – Family Education Rights and Privacy Act

Students are protected from the university sharing their private information with third parties unless they give us written permission to do so. There is a permission form students complete online that remains in place for the career at Kutztown University unless they rescind it. Students assign a four-digit pin code to each third party and they supply this when calling or emailing to get information.

- Online information can be found here
- Student form is found on MyKU under Forms

Authorized User Access

Financial Access only - This is granted by the students 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 This remains in effect until rescinded.
TIP – Students can set themselves up as an Authorized User as well with a personal email, not their KU email account, to get billing emails as a backup! Students will already get notices in their KU email account.

1. Student navigates to MyKU > Student Accounts card > 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. Authorized User access special link is here.

Parent & Family Bulletin

We encourage family members to sign up for the monthly bulletin online!
- Kutztown.edu website and search Parent Bulletin
- Past issues are online to review!

FERPA Questions – RegOffice@kutztown.edu – or 610-683-4485
Authorized User Questions – StudentAccounts@kutztown.edu – 610-683-4133