

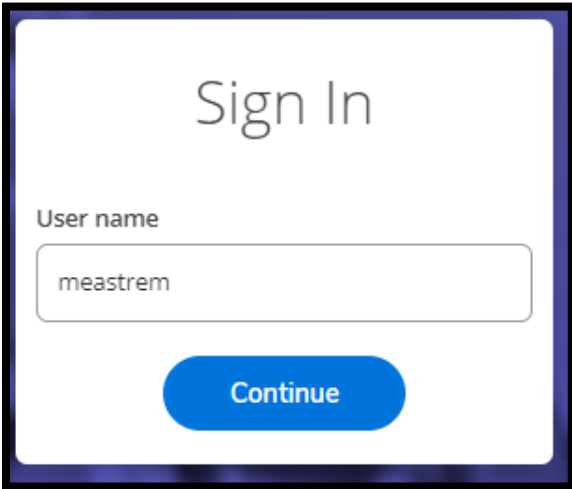
Third-party Access to Your Student's Record

Students have two options for granting a third-party access to their student record: Proxy and Student Record Release. Proxy permission(s) create a self-service account for the third party, which the third-party then can log into and view the student record (as if they are the student) based on the permission(s) the student has granted them. Student Record Release permissions give the third-party the ability to communicate with Aquinas College on behalf of the student (e.g., a phone call, email, or in-person). The instructions below outline how a third-party can access their student's record IF they have been granted permission(s).


Access your Student's Self Service Record – Proxy

****Your student must first provide you with proxy access to their account before you can complete these steps. Proxy (third-party) permissions can be full, partial, or none. Students are NOT required to grant proxy (third-party) access, and students can add, remove, or edit the permissions granted to a proxy (third-party) at any time.****

- 1) To access this service, visit: <https://selfservice.aquinas.edu/Student/Account/Login>
- 2) Log-in using the username and password provided to you via the email from MyAQThirdPartyPortal@aquinas.edu
 - a. Enter username and click 'Continue'



- b. Enter password and click 'Sign In'



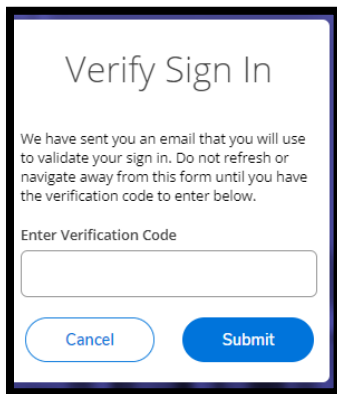
Sign In

User name
meastrem

Password
.....|

Sign In

- c. Retrieve the verification code sent to your email, enter the verification code in the 'Enter Verification Code' field, and click 'Submit'

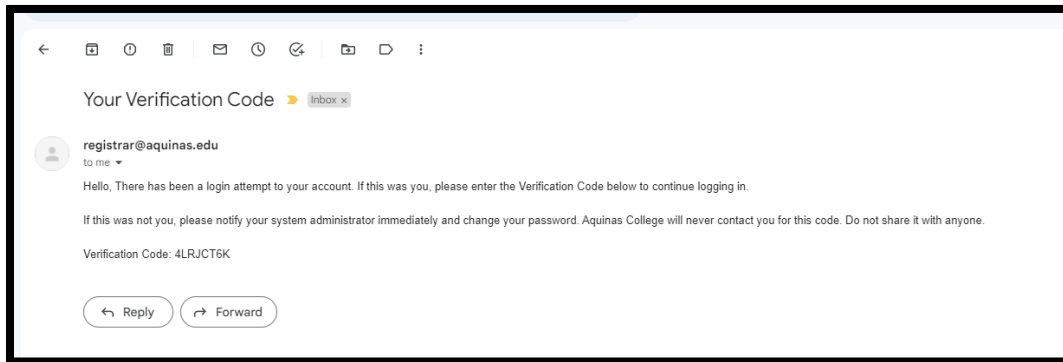


Verify Sign In

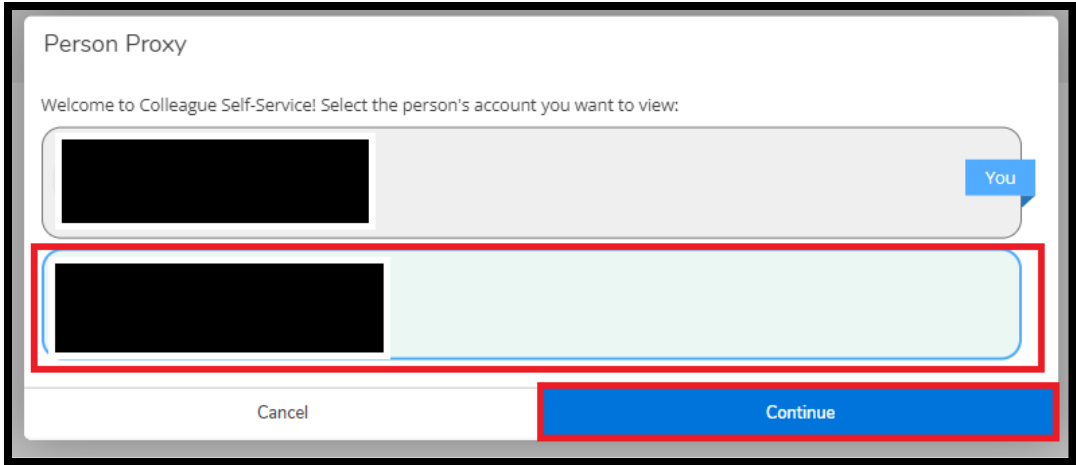
We have sent you an email that you will use to validate your sign in. Do not refresh or navigate away from this form until you have the verification code to enter below.

Enter Verification Code

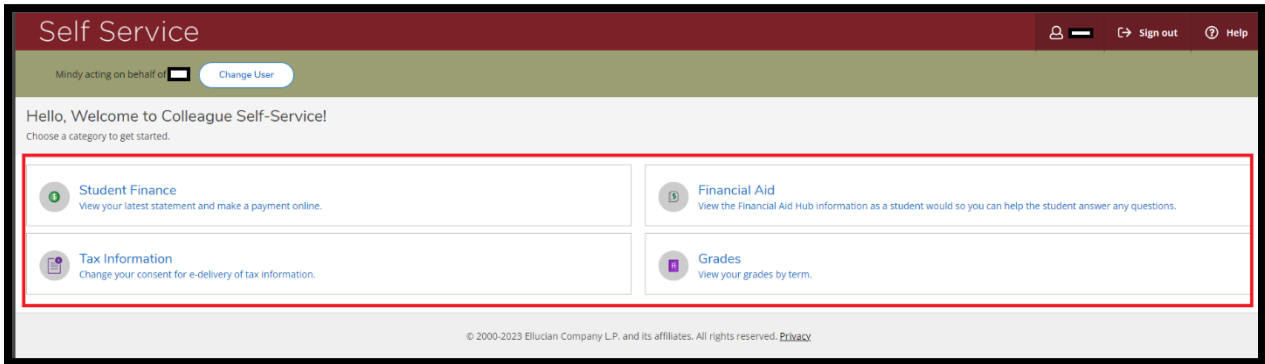
Cancel Submit



- 3) Once logged in, you will see your name and your student's name. Click on your student's name and click 'Continue'



4) The options you see will vary depending on the permission/access your student granted.



Student Record Release

****Student Record Release permissions can be full, partial, or none. Students are NOT required to grant a third-party access, and students can add, remove, or edit the permissions granted to a third party at any time. Third parties cannot make decisions on behalf of the student, they can only inquire and discuss the student's record based on the permission(s) granted. Below are the permissions a student can grant.****

Financial Aid Office

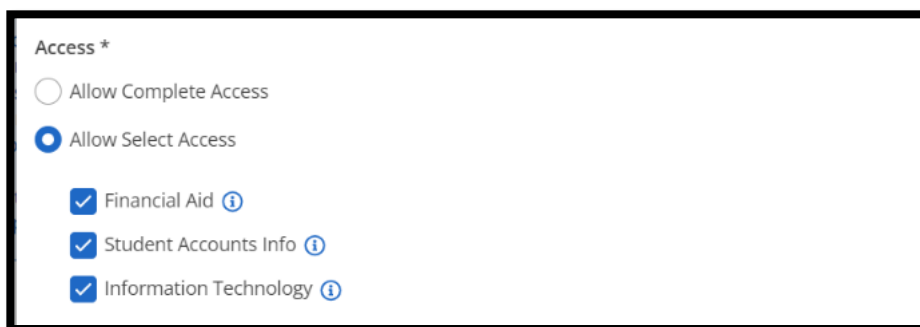
FAFSA, scholarships, grants, and loans.

Student Accounts Office

Payments, payment plans, billing/charges, and tax information.

ITS Office

Network access, email, MyAQ, Self Service, and Course Connect



The screenshot shows a form titled "Access *" with two radio button options: "Allow Complete Access" (unselected) and "Allow Select Access" (selected). Under "Allow Select Access", there are three checked checkboxes with corresponding department names and information icons: "Financial Aid", "Student Accounts Info", and "Information Technology".

1. Your student will provide you with a PIN they created, which you will be required to provide when you make a request to access your student's record. Have this PIN memorized or readily available.
2. Call, email, or visit Aquinas College in person to inquire about your student's record. You will be required to verify your name and the PIN. If the student has granted you Student Record Release permission for the specific information you are requesting, the permission is active (the End Date has not passed or been revoked), and you verify the correct information, Aquinas will discuss the record within the boundaries of FERPA and permission granted.