



## How to Add an Authorized Party to Your Student Account

### What is FERPA and Why Does it Matter?

FERPA, or the Family Educational Rights and Privacy Act, is a federal law that protects the privacy of your student education records. This means colleges and universities cannot share your financial, academic, or personal information—even with parents or guardians—without your explicit permission

### Need to Share Access?

If you want someone (like a parent or guardian) to:

- View your account
- Make tuition payments on your behalf

You must authorize them through your institution's payment system — typically Nelnet Campus Commerce.

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### How to Add an Authorized Party

1. Log in through the Student Portal at [myportal.assumption.edu/portal](http://myportal.assumption.edu/portal), then navigate to the Student Account Center
2. On the dashboard click on the Home tab
3. Click the "Add Authorized Party" button
4. Enter required information and permissions for your authorized party
5. Save

#### Add Authorized Party

Required fields are marked with a \*

*First Name	*Last Name
<input type="text"/>	<input type="text"/>

**Authorized Party Access**  
Authorized Parties will have access to your Sample Community College account balance and the activity that the Authorized Party has initiated on your behalf, such as payments. They do not have access to your contact information, user credentials, other Authorized Parties or your financial account information.

Include the details that make up my balance

**Authorized Party Authentication**  
Create a question that the authorized party will know the answer to. You may want to inform the authorized party of this question and answer.

\*Authorized Party Authentication Question  
  
e.g. What year did we go to Florida?

\*Authorized Party Authentication Answer  
  
e.g. 2010

**Web Access**  
Enter an e-mail address to allow this person to create an account and pay online. An e-mail will be sent to this address upon save. If the E-mail Address field is left blank, the authorized party will only be able to discuss your account over the phone.

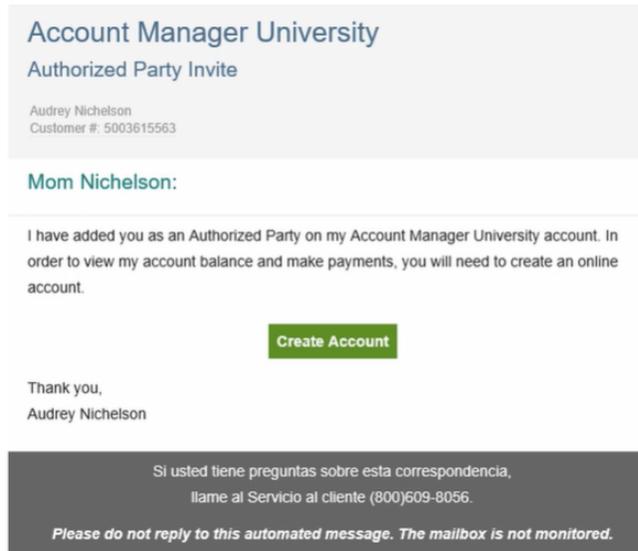
E-mail Address



# Assumption University

## Authorized Payer Email Notification:

- The authorized payer will receive an email with instructions to create their own Nelnet account.
- Select Create Account



- Confirm your access by answering the security question selected by the student
- Select Next
- Will bring you to a Sign in welcome screen select Need to create a New Nelnet Account
- Complete contact and demographic information then select Next
- Will bring you to a create account page where you will select user name and password
- Select Submit

The authorized user will now be on their dashboard where they can view statements, make payments, and set up payment plans

### More Information

Student authorized payer video: <https://vimeo.com/800610199/e64b1c0132>

Authorized Party video: <https://vimeo.com/799620895/73497c3d87>

### Contact Us

Student Account Center 508-767-7351 or [studentaccounts@assumption.edu](mailto:studentaccounts@assumption.edu)

Nelnet 1-800-609-8056