Embry-Riddle Aeronautical University – STEM

Parent Auxiliary Access and Making a Payment

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Create an Account

To log into your Embry-Riddle account for the first time it must be active by following the steps below.

- Visit ERNIE at http://ernie.erau.edu to create a new user account
- Click on **New to ERAU? Register Your Account**; follow the prompts to complete setup

- Click the **Student Services** tab at the top of the page in ERNIE
- Click the **Student Center** link under Campus Solutions
- Review the **To Do List** to identify missing application documents
- Click the **Details** link and individual item hyperlinks for additional details

Parent Auxiliary Access

STEM Academy students can authorize access for their parents to their educational records through self-service at http://ernie.erau.edu. This access will allow parents to make payments and view student records. The parent is assigned Pin # for identification purposes which will allow staff to verify their identity before releasing information to them via phone or in person. This functionality eliminates the need for a FERPA form and must be completed by the student using self-service.

1. Start by logging into your Embry Riddle ERNIE account. Click on the Student Service tab and Campus Solutions Student Center. That will bring you to the Student Center.

2. Under Personal Information the student will click on the Auxiliary Access link. That will bring the student to the ERAU Auxiliary Terms and Conditions page.

other academic...

Finances

My Account

Complete Fin Disclosure
Statement of Account
My Student Account
Clicking on My Student
Account allows you to:
- Make a payment
- Enroll in Payment Plan
- Enroll in Direct Deposit

ⓘ **Click on My Student Account to the left for more details.**

Complete Health Insurance Information
View Insurance Info

Financial Aid

View Financial Aid
Accept/Decline Awards

other financial...

Personal Information

Demographic Data
Emergency Contact
Names
User Preferences
Privacy Settings
Auxiliary Access

Contact Information

Address (No PO Boxes)   Mailing (PO Boxes Allowed)
                                None

Home Phone   ERAU E-mail
None

other personal...

3.   Click OK to accept the terms and conditions. That will open the Auxiliary page.

ERAU Auxiliary Terms and Conditions

Molly Test

Terms & Conditions `?`

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended protects the privacy of my student educational records and limits access to the information contained in those records. I understand that I may request to review my educational records and add additional information or ask to have information corrected if appropriate. I further understand, that MEDICAL, LAW ENFORCEMENT, COUNSELING AND DISABILITY related records are not included under this release, and may be restricted by other state and federal privacy laws. I give permission for the named individuals to receive information regarding my educational records should they inquire. I understand that I might revise or revoke this permission by updating this screen. I also understand that the University may notify the named individuals on this form of the changes upon inquiry. I hereby release Embry-Riddle Aeronautical University and its trustees, officers, employees, and representatives of all claims, demands, and liabilities of whatever kind or nature arising from the release of my information to the individuals I designate to receive it. I acknowledge that this request remains in effect until I change or revoke it. I understand that it is my responsibility to communicate and share information with those persons I deem appropriate. I have read and understand the FERPA explanation and criteria above.

OK | **Cancel**

4. Click the Add button**.**

Auxiliary Access

Molly Test

To add a user, click the "Add" button. 3 Allowed.
To edit a user's information (change password), click the "Edit" button.
To remove a user, check the box next to the Aux Users to be removed, then click the "Remove Selected" button.

Auxiliary Users

Sel	User ID	Relation	Status	Edit
☐				Edit

Add   **Remove Selected**   go to ... ▼ »

💾 Save

1. Enter the parent's name.
2. Select the relation form the dropdown box.
3. Enter an eight-character password that contains 1 numeric, 1 upper and 1 lower case letter.
4. Enter a pin with a minimum of four characters. This pin will be used to give information out via the phone.
5. Check the Add/Remove Access check box.
6. Enter the parents email address.
7. Click the Okay button.

ERAU Auxiliary Access

ID 0855122   **Angela Crouch**

Aux User ID bugarska-$01

*Aux User's Name Angela Test

Relation [Parent 1 ▼] **?**

Must be at least 8 characters, with at least one lower case, one upper case, and at least one number. You must communicate the password to the person you are granting access to.

For your security, do not use your ERNIE password!
Min Length: 8 / Numeric: 1 / Upper: 1 / Lower :1

Password ••••••••

Confirm ••••••••

The PIN must be a minimum of four characters. This PIN will be used for phone or in-person verification for the person you are granting access to.

*PIN 12345

▾ Add/Remove Access

☑   **?**   I give permission for the above named individual to have access to my educational records

This e-mail address will be used to correspond with the person you are giving access to.

*Aux User Email angela.crouch@erau.edu

[Okay]   [Cancel]

8. That will bring the student back to the Auxiliary Access page. From that page the student can update, add additional or remove access. The **Auxiliary User** is systematically assigned a **User ID** which is the student's UserID -$01. If a second Auxiliary User is authorized, the User ID would be the student UserID-$02.

9. The **Save** button must be clicked to end the transaction. The authorized user now has access to the system and they will receive an email through the address provided informing them of their User Name and Pin Number.
   a. Please remember to check your SPAM Filter if you do not see this email with one hour.

Welcome Angela Test to Embry-Riddle's Auxiliary User Access. This email outlines your Auxiliary

Access profile and capabilities granted to you by Molly Test.

Please contact your student for your login password.

Campus Solution User Name: bugarska-$01

Name is Angela Test

Pin number is 12345

Relationship to Angela Crouch is Parent 1

Email address is angela.crouch@erau.edu

ACCESS GRANTED: Permission for educational records

•••
The Embry-Riddle link for Auxiliary Access Users:
http://mystudent.erau.edu
Copy and paste the link into your browser to access.
•••

To speak to an Embry-Riddle employee, please contact the appropriate campus listed below.

Daytona Beach: 386.226.6030
Prescott: 928.777.3808
Worldwide: 866.393.9046

Thank You,
Embry-Riddle team

Making a Payment with the Auxiliary Access

1. To make a payment, log into the Embry-Riddle Auxiliary Access User website - https://sis.erau.edu/psp/erasaprd/?cmd=login.

2. Enter your username and password provided in the "auxiliary access email".

1. Once you are taking into the student system,
   a. Click on the Main Menu, then Self Service, then Campus Finances and finally Make A Payment. This will bring you to the "Make a Payment" page.
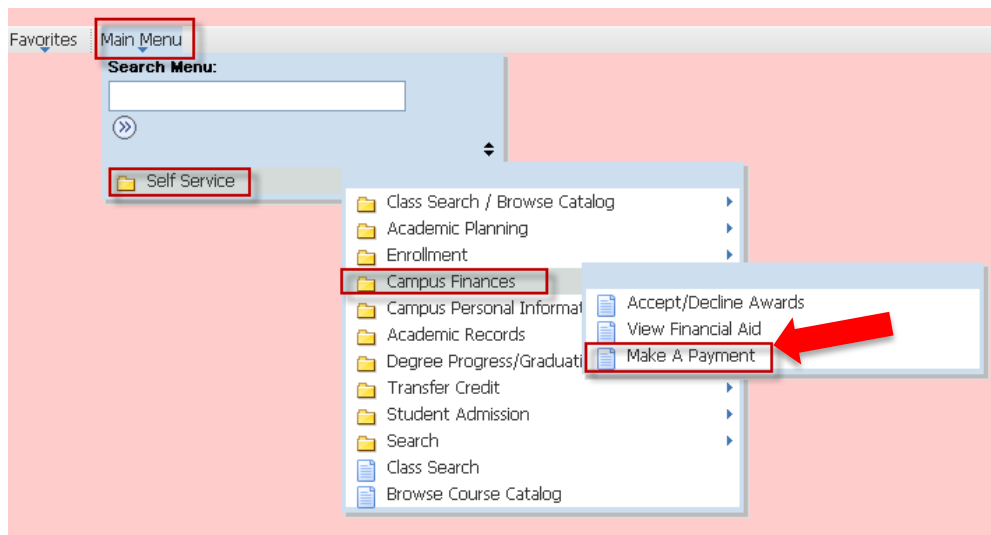
2. Check that you have read and understand account warning - WARNING: Any credit card or bank information stored as a "Saved Payment Method" will remain available to the student and any other person listed as an authorized user on this student account to settle future charges. To prevent this from happening do not use the "Saved Payment Method" feature."

3. Click the Access Account button. That will open the payment center.
   Note: If the payment center does not open, turn your popup blocker off.

4. Click the Payments link.
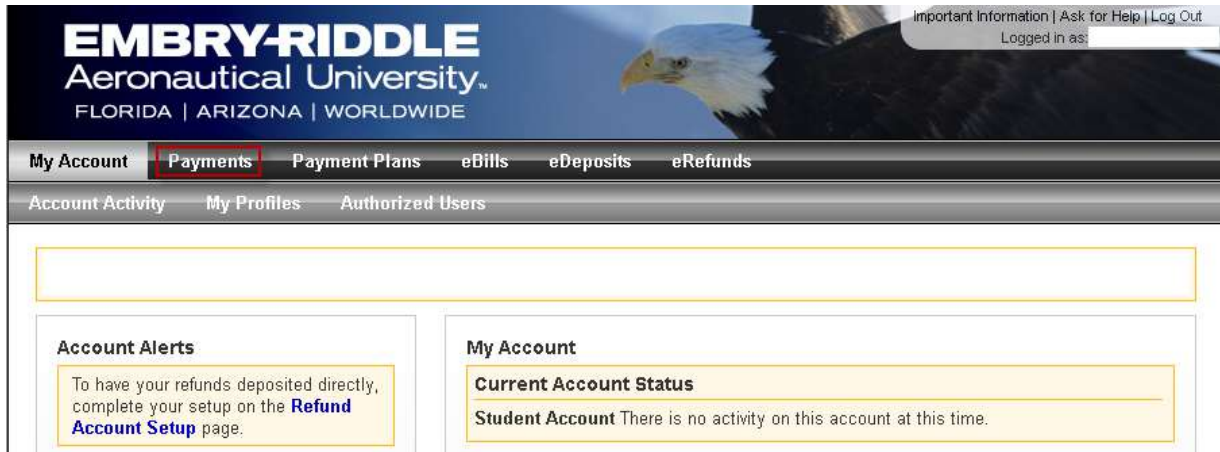
5. Click the Make a Payment button.

6. Click, Current account balance, enter a balance and click the continue button.

7. Select the payment method and click the Select button. Note that the acceptable forms of payment include VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS or any DEBIT Card using one of the previously mentioned servicers.

My Account   **Payments**   Payment Plans   eBills   eDeposits   eRefunds

Account Payment   Payment History

Account Payment

Amount	Payment Method	Confirmation	Receipt

Select Payment Method

Payment amount: $280.00

Payment method: Credit Card ▾

Select   Previous Step   Cancel

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Credit Card - We accept the following credit cards.

VISA   MasterCard   DISCOVER   BCcard   DinaCard   AMERICAN EXPRESS

8. Enter your account information and click the Continue button.

Account Payment

Amount	Payment Method	Confirmation	Receipt

Select Payment Method

Payment amount: **$280.00**

Payment method: Credit Card ▼

[Select]

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Credit Card - We accept the following credit cards.

VISA MasterCard DISCOVER BCcard DinaCard AMERICAN EXPRESS

Account Information
*Indicates required fields

*Card account number: _____

*Name on card: _____

*Card expiration date: 05 ▼ 2014 ▼

*Credit card type: _____ ▼

*Card Verification Value: **(View example)** _____

Cardholder Billing Information
International Address? ☐

*Billing address: _____

Billing address line two: _____

*City: _____

*State/Province: Select State/Province ▼

*Postal code: _____

Option to Save

☐ Save this payment method for future use

Save payment method as: _____
(e.g. My CreditCard)

[Continue] [Previous Step] [Cancel]

9. Click the submit button.

You will then receive payment confirmation and note that account balance has changed. Please allow 24-48 business hours for processing through the payment vendor.