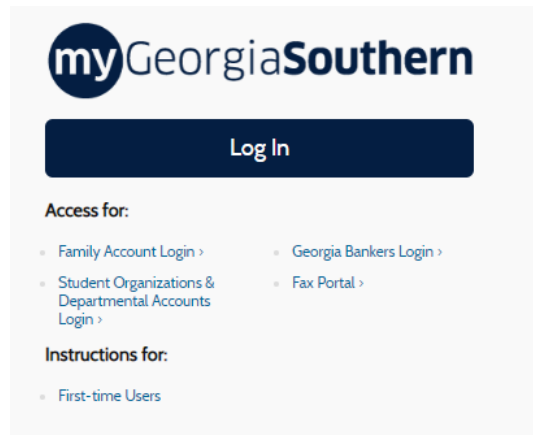
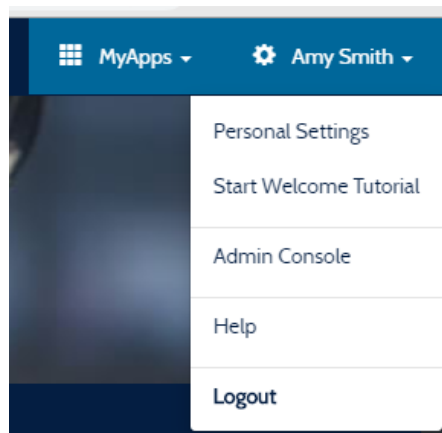


Steps for Students to Set Up MyGeorgiaSouthern Family Portal Access and FERPA Consent

Log in to MyGeorgiaSouthern.



Navigate to “Personal Settings” under the student’s name in the upper right corner.



Choose “Family Educational Rights and Privacy Act (FERPA) Consent and Online Family Services.”

Family Education Rights and Privacy Act (FERPA) Consent and Online Family Services

Read all information carefully.

Click “+Add” to add a family member, giving them FERPA access and optional online family services.

Family Members
Use the button below to add an authorized family member.

+ Add

Name	Relationship	Email Address	MyGS Services	Actions
There are currently no family members who have permission to access your educational records.				

Enter the information for the family member being added. Be sure the name is spelled correctly.

Add a Family Member

×

First name

First name ...

Last name

Last name ...

Relationship to you

Select a relationship ...

To add access in the MyGeorgiaSouthern Family Portal, beyond just FERPA access, click the Yes radio button. Then enter the family member’s email address. Be sure this is correct. Access is based on the email address.

Should this person have access to your information via the MyGeorgiaSouthern Family Portal?

☒ Yes ☐ No

Email address

guseagle@gmail.com

Click the boxes to give specific access to the family member. You can choose any combination of access. Then click “I consent to the terms of this agreement.” Be sure to click the “Save” button.

What information should this family member be allowed to access?

Note: The person you have listed above may have access to any of your educational records (with appropriate identification) upon their written, electronic, telephone, or in person request. This only gives them additional electronic access through the MyGeorgiaSouthern Family Portal.

☒ Academic Alerts

☒ Enrollment Certification

☒ Final Grades

☒ Tuition Payment Options

Note: When you click "Save," this family member will receive an email with instructions on how to verify you as their student and create an account. This email will only be good for 48 hours, so please be sure that your family members receive and complete the process within 48 hours.

☒ I consent to the terms of this agreement.

[Close](#) [Save](#)

Once the student clicks “Save,” they can see the family member and their assigned access in their MyGeorgiaSouthern page.

Family Members

Use the button below to add an authorized family member.

[+ Add](#)

Name	Relationship	Email Address	MyGS Services	Actions
Gus Eagle	Father	guseagle@gmail.com	<ul style="list-style-type: none">• Academic Alerts• Enrollment Certification• Final Grades• Tuition Payment Options	Edit Services Rescind

You may return to this page at any time to modify family member accounts and access.

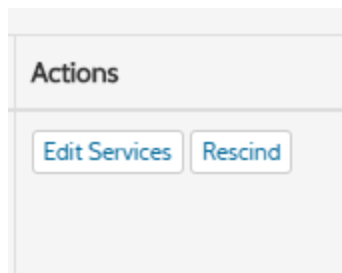
[<< Back to MyGeorgiaSouthern](#)

IMPORTANT

- An email will be sent to the family member added with instructions to set up their MyGeorgiaSouthern Family Portal. **This email is only good for 48 hours.** Ensure the family member can quickly check and complete the process before it expires.
- Students will need to give their family member their Eagle ID number and date of birth to complete the process.
- Access to the MyGeorgiaSouthern Family Portal is based on email address. If a student has two family members that share an email address, there will be only one login to the MyGeorgiaSouthern Family Portal. However, both family members should be added to the FERPA list so that they may speak with university officials about the student's educational records.

Students can add additional family members by repeating this process.

Students can edit MyGeorgiaSouthern Family Portals service access for individual family members by clicking the “Edit Services” button. Students can rescind access to FERPA and MyGeorgiaSouthern Family Portals services by clicking the “Rescind” button.



Steps for Family Members to Set Up MyGeorgiaSouthern Family Portal Access

Once the student has given access through their MyGeorgiaSouthern Portal and the Family Educational Rights and Privacy Act (FERPA) Consent and Online Family Services process, the family member will receive an email.

MyGeorgiaSouthern Family Portal Verification Request Inbox x

no-reply@georgiasouthern.edu

to me ▾

Greetings, Jennie,

A student at Georgia Southern University has added you to their Family Educational Rights and Privacy Act (FERPA) consent form, giving you access to their educational records. Additionally, they have noted that you should have access to view certain parts of their records through the MyGeorgiaSouthern Family Portal. To accept this access, please click on the link below and verify your relationship with this student. This process will create your access to Family MyGeorgiaSouthern. **Note that this link is only good for 48 hours from the time you receive this email.** To reset, your student will need to return to their FERPA page in MyGeorgiaSouthern to reset their family options.

[CLICK HERE TO VERIFY YOUR STUDENT](#)

Please visit the [Family Programs webpage](#) for up-to-date information regarding events, Parent & Family Association opportunities, etc.

Thank you,
Office of the Registrar
Georgia Southern University

IMPORTANT

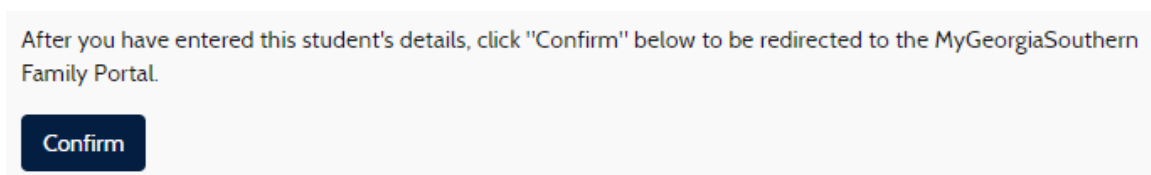
This email is only good for 48 hours. If the family member fails to set up their MyGeorgiaSouthern Family Portal during this time, the student will need to return to their MyGeorgiaSouthern Portal and the Family Educational Rights and Privacy Act (FERPA) Consent and Online Family Services, rescind access, and resubmit.

Click on the link in the email that says, “Click here to verify your student.” The family member must link their email address to their student by verifying their information. This includes the student’s last name, Eagle ID number, and date of birth.



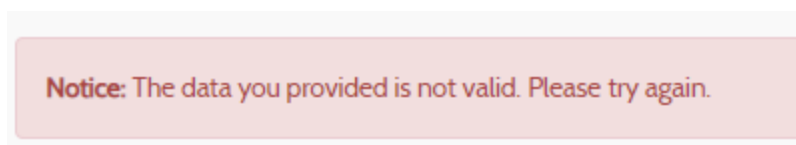
The screenshot shows the 'myGeorgiaSouthern' website header with a search bar and links for 'University Home' and 'Directory'. The main heading is 'Family Member Confirmation'. Below this, a message states: 'Amy has named you as a trusted family member. Before you can access this student's information online, you will need to verify the student's details in the form below.' A note provides contact information for the Service Desk: 'If you need assistance, please contact the Service Desk at (912) 478-2287.' The form contains three fields: 'Student's last name' with a placeholder 'Student's last name ...', 'Student's Eagle ID number' with a placeholder 'Student's Eagle ID number ...', and 'Student's date of birth' with a placeholder 'mm/dd/yyyy'. Below the form, a message says: 'After you have entered this student's details, click "Confirm" below to be redirected to the MyGeorgiaSouthern Family Portal.' A dark blue 'Confirm' button is present. At the bottom, there is a link: '< Return to MyGS Home'.

Once the student’s information is entered, click “Confirm.”



This block is a close-up of the bottom portion of the form shown in the previous screenshot. It displays the instruction: 'After you have entered this student's details, click "Confirm" below to be redirected to the MyGeorgiaSouthern Family Portal.' Below the text is a dark blue button with the word 'Confirm' in white.

If any information does not match the student’s record, this message will appear:




A light red rectangular box with rounded corners containing the text: 'Notice: The data you provided is not valid. Please try again.'


IMPORTANT

- The student will be able to provide their Eagle ID number to the family member.
- Sometimes student birthdates are incorrect due to errors on their admission application. If the student's date of birth is incorrect, the student will need to contact the Office of the Registrar to correct it.
- If the red notice continues after these items are confirmed as correct, contact the Service Desk for assistance.

If you need assistance, please contact the Service Desk at (912) 478-2287.

If this is the family member's first time setting up a MyGeorgiaSouthern Family Portal with this email address, they will be asked to set a password.



 [University Home](#) [Directory](#)

Family Member Password

Please use the form below to set the password for your new account. Note that passwords must be a minimum of eight characters in length.

If you need assistance, please contact the Service Desk at (912) 478-2287.

Password

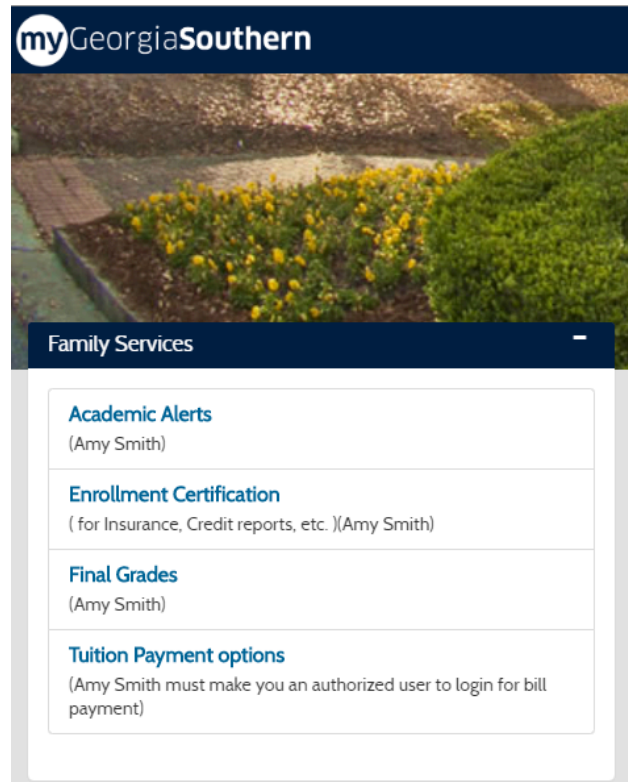
Confirm Password

When you have entered your new password above, you may click the button below to save and continue to the MyGeorgiaSouthern Family Portal.

[Continue to MyGeorgiaSouthern >>](#)

[Return to MyGS Home](#)

Once the password is set, the family member will be taken directly into the MyGeorgiaSouthern Family Portal. The services given to them by the student will show in the upper left box called “Family Services.”



Family members should explore the entire MyGeorgiaSouthern Family Portal to review great resources for family members and supporters.

There are separate steps to access Tuition & Fee Payment. Instructions can be found in the center of the MyGeorgiaSouthern Family Portal.

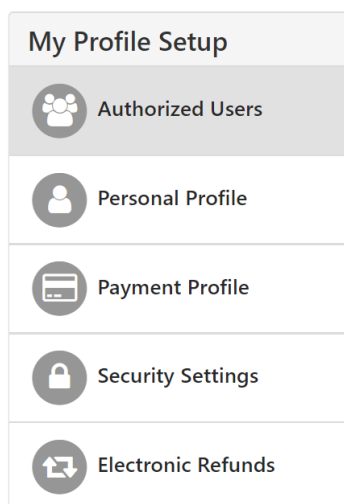
Adding Authorized Users to TouchNet (Bill+ Payment)

Please make sure that you have your Pop-up Blocker turned off and JavaScript is enabled.

1. Student logs into [MyGeorgiaSouthern](#).
2. Once in the [MyGeorgiaSouthern](#) portal, under “Financial Resources,” click “View/Pay Tuition Bill.” This will redirect to Bill+Pay.



3. Once in Bill+Pay, under “My Profile Setup” section, click “Authorized Users.”



4. Click on “Add Authorized User.”
5. Type in the e-mail address of the authorized user and answer two security questions.

Authorized Users

Authorized Users

Add Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

☐ Yes

☒ No

Would you like to allow this person to view your payment history and account activity?

☐ Yes

☒ No

Cancel

Continue

6. Click "Continue."

7. Read the "Agreement to Add Authorized User." If you agree, check the box and click "Continue."

Agreement to Add Authorized User

×

I hereby authorize **Georgia Southern University** to grant amy.denise.smith@gmail.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Wednesday, June 5, 2019.

For fraud detection purposes, your internet address has been logged:

141.165.51.228 at 6/5/19 7:52:49 AM EDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

☐ I Agree

Cancel

Print Agreement

Continue

The authorized user will receive two separate emails, one with their username and one with a temporary password. The email will contain a link to the [login location](#) where the authorized user will enter their email address and temporary password.

NOTE

Family members may have access to more than one student. If the same email address is used to set up both students, their information will be available inside the single MyGeorgiaSouthern Family Portal with each student's name listed.

For future logins to the MyGeorgiaSouthern Family Portal, visit MyGeorgiaSouthern.edu and click on the link "Family Account Login" under the "Access for:" header.

