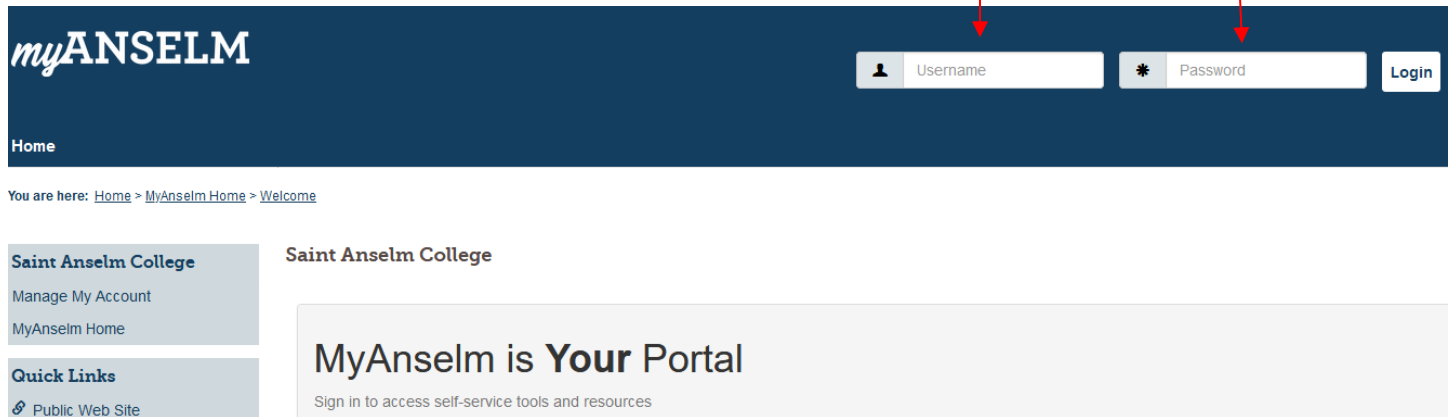


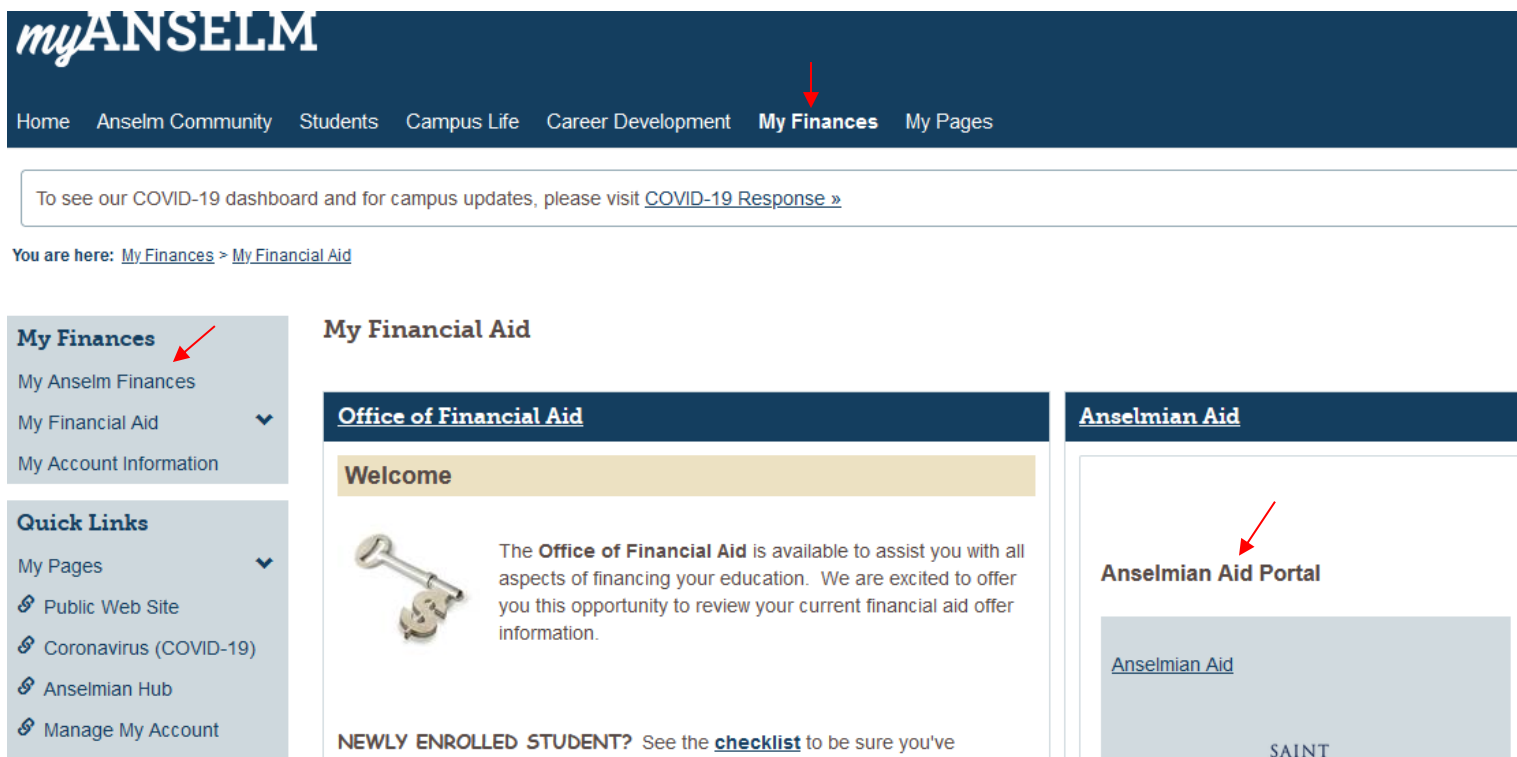
Instructions for Completing FERPA Online Authorization

The FERPA Authorization enables us to freely communicate with your parent(s) or another authorized designee about your financial aid and/or finances.

- 1.) Go to <https://myanselm.anselm.edu/ics>. Enter your network username and password. Your user name is the text that appears before the @anselm.edu portion of your campus email address (do not include @anselm.edu). Use the same password you use to log onto your campus computer or Saint Anselm email account:



- 2.) Click on “My Finances, then My Financial Aid, and then Anselmian Aid (formerly Net Partner).



- 3.) Our Anselmian Aid portal home page will appear. Navigate to the FERPA Online Authorization using the menu and then click on the form link shown below:



FERPA Online Authorization

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. In order for member of Financial Aid or Student Financial Services to respond to a written or verbal request for non-directory information by a person other than the student, a signed authorization must be on file.

I understand that:

1. This authorization will remain in effect as long as I am enrolled as a student at Saint Anselm College.
2. This release will remain in effect until revoked by me in writing and delivered to the Office of Financial Aid. Any such revocation shall not affect disclosures previously made by a College official prior to the receipt of such written revocation.

By clicking the link below, I understand that I am authorizing an official representative from the college to speak to those whom you specify about your student records such as academic, financial aid or student billing. For further information about FERPA, go to <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Your FERPA Online Authorization

Application	Application Description	Application Status	Status Date
FERPA Online Authorization		Submitted	5/7/2020

- 4.) Read the important disclosures and enter information to all fields (required fields are marked *). Submit the information by clicking “Submit” at the bottom of the screen.

The information you submit will automatically populate your electronic record in the Office of Financial Aid.

Questions or access issues?

Email us at financial_aid@anselm.edu