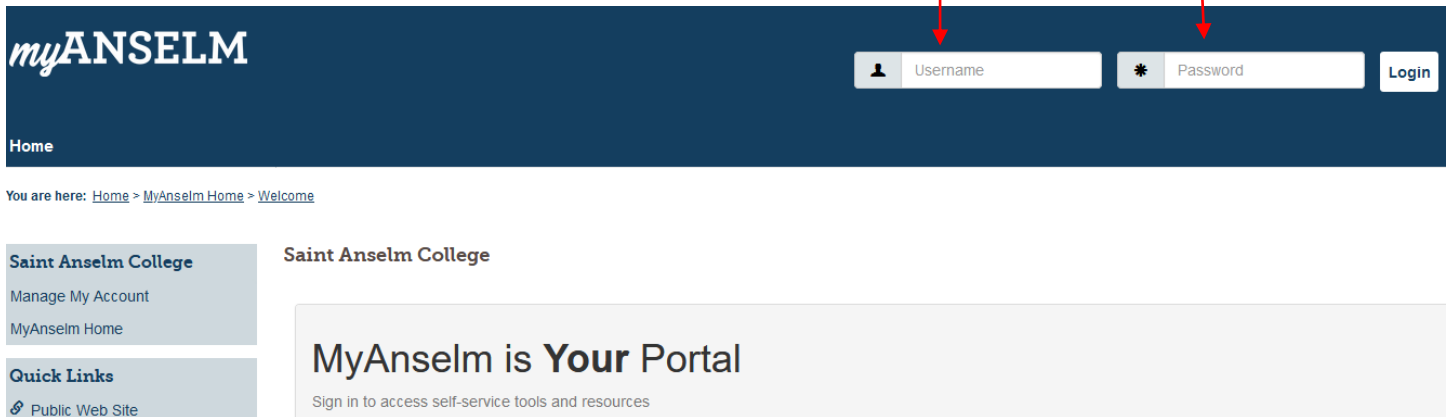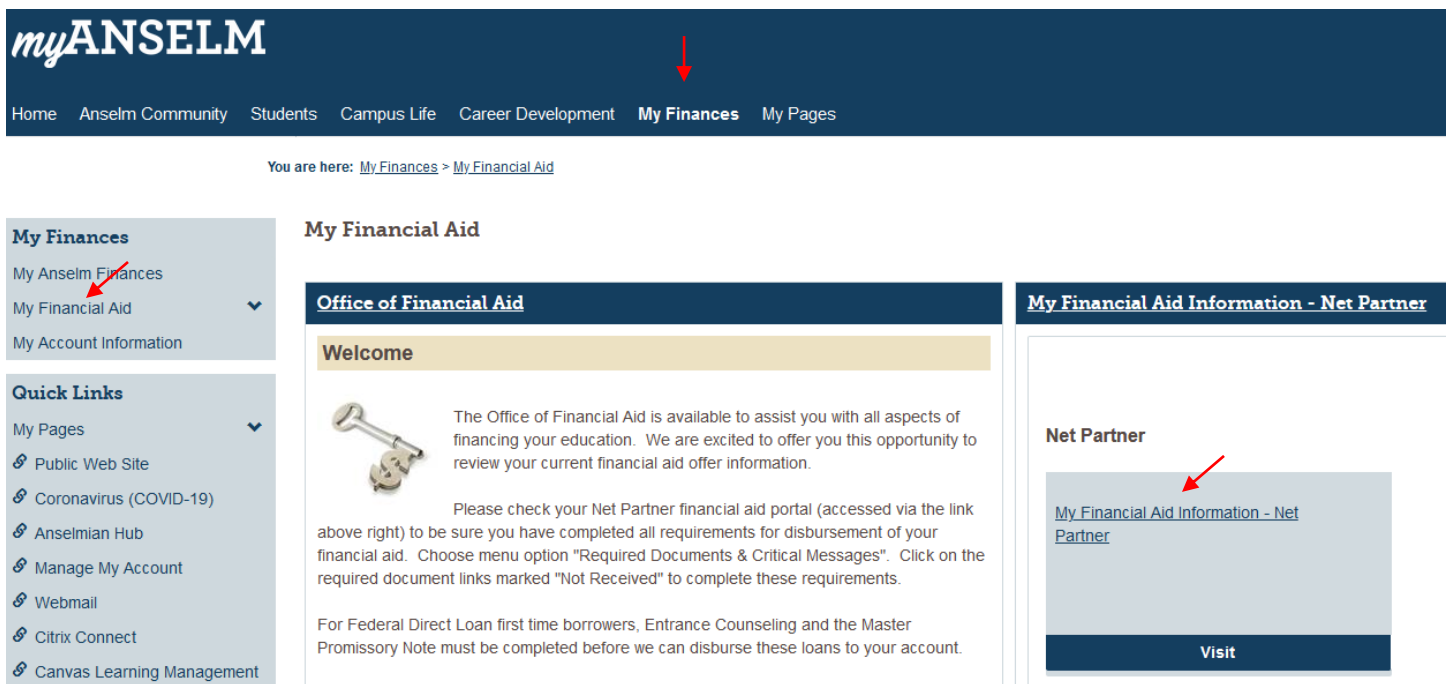## <u>Instructions for Completing FERPA Online Authorization</u>

The FERPA Authorization enables us to freely communicate with your parent(s) or another authorized designee about your financial aid and/or finances.
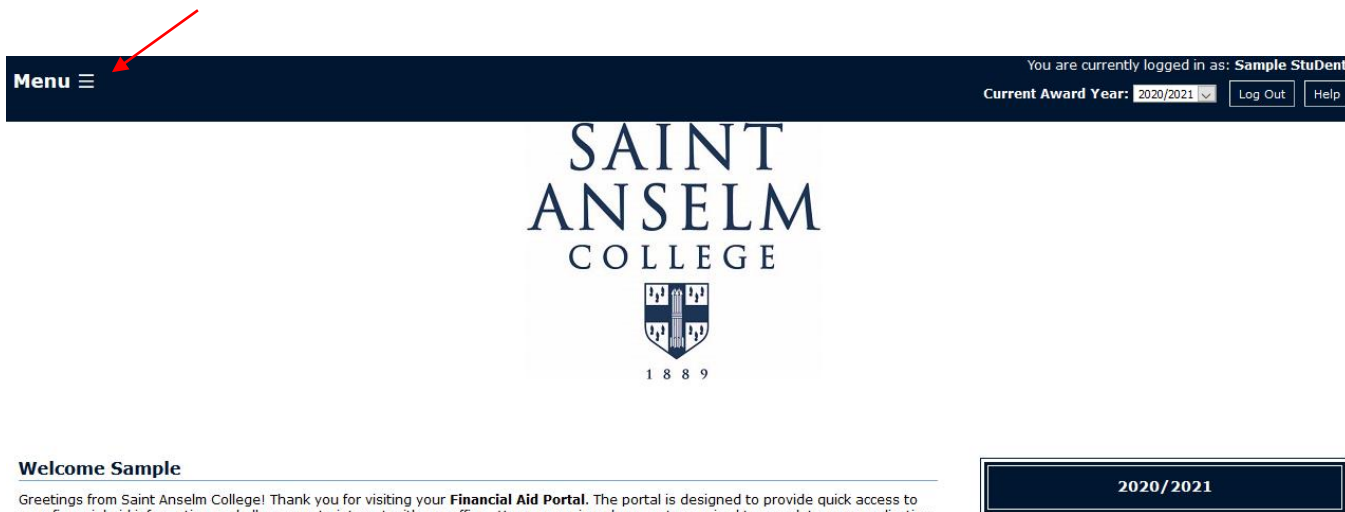
1.) Go to https://myanselm.anselm.edu/ics. Enter your network username and password. Your user name is the text that appears before the @anselm.edu portion of your campus email address (do not include @anselm.edu). Use the same password you use to log onto your campus computer or Saint Anselm email account:

2.) Click on "My Finances, then My Financial Aid, and then My Financial Aid Information – Net Partner.

1.) Our Net Partner Financial Aid Portal home page will appear. Navigate to the FERPA Online Authorization using the menu and then click on the form link shown below:

2.) 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**