**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](https://myanselm.anselm.edu/ics). Enter your Saint Anselm ID as your User Name. Your password is your date of birth (format mmddyy).

2.) Click on “My Finances:”

3.) Click on “My Financial Aid:”

4.) Click on “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