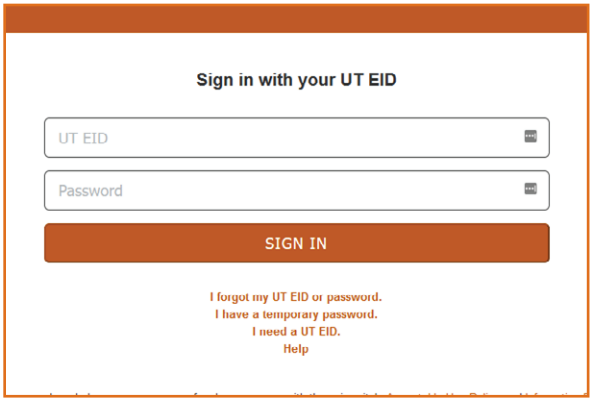
TEXAS
The University of Texas at Austin

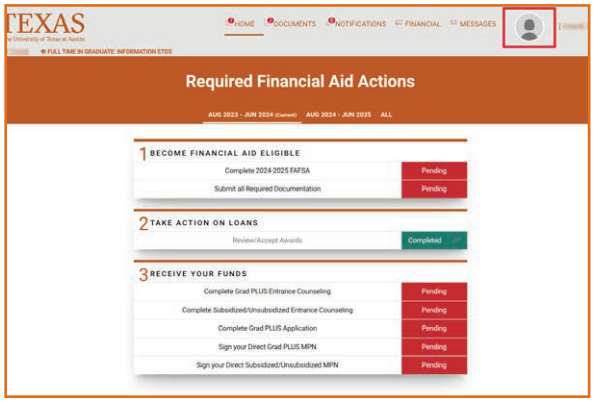
My Financial Aid Portal

How do I grant my parent or guardian access to my data in My Financial Aid?



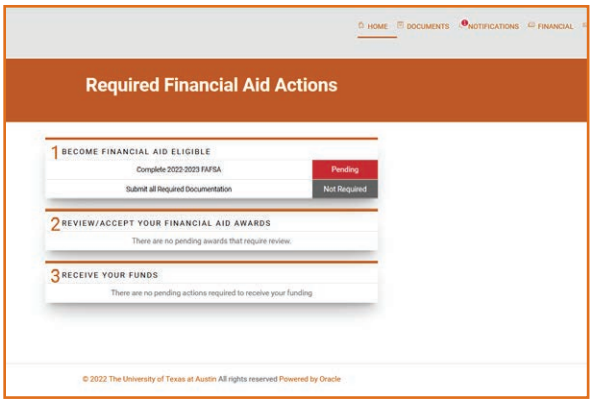
STEP 1:

Log into the My Financial Aid student portal.



STEP 2:

Click the gray circle icon in the navigation bar at the top of the homepage.



STEP 3:

Select “Profile” from the drop-down menu.

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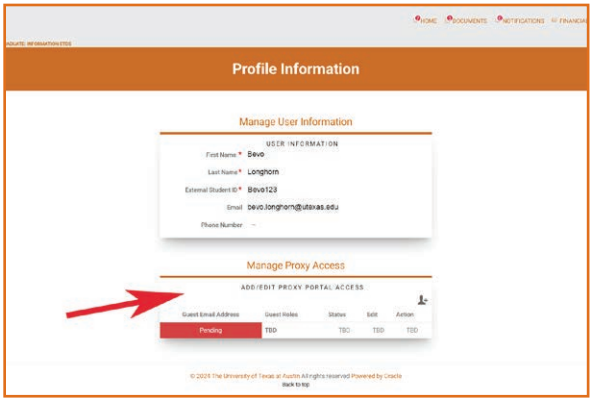
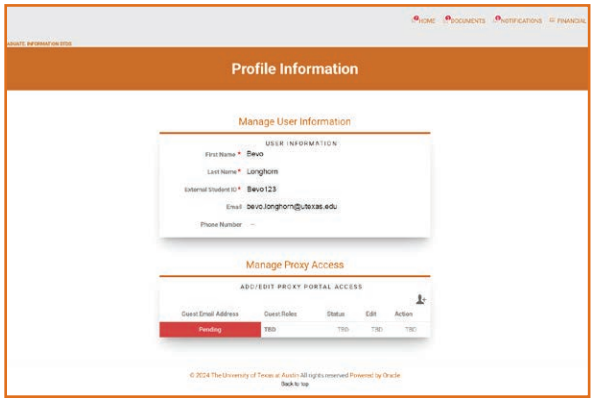


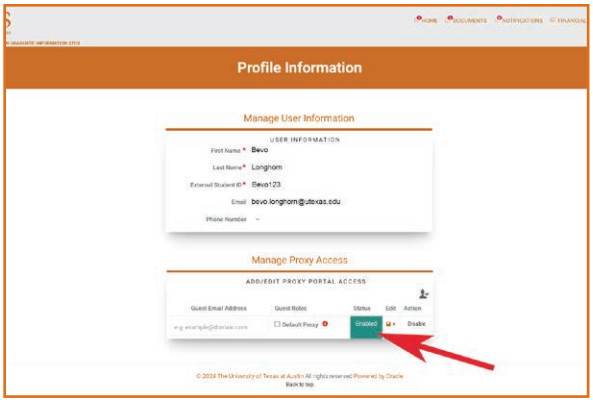
STEP 4:

Scroll down to the section titled “Manage Proxy Access.”



STEP 5:

Enter the email address of the parent or guardian you wish to share information with in the “Add/Edit Portal Proxy Access” section. Please note that this entry field is case-sensitive, so we recommend using all lower-case letters



STEP 6:

Select the guest role of “Default Proxy”, then verify that the status is green and says “Enabled.”

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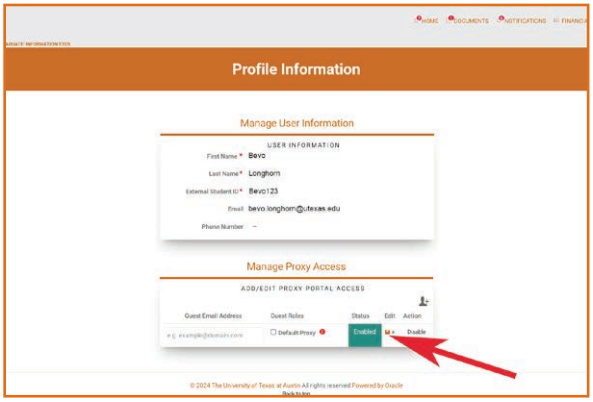

STEP 7:

Click on the save icon under "Edit."

STEP 8:

An access link will be emailed to your parent or guardian.

STEP 9:

After your parent or guardian accepts the Electronic Consent Form, they will have access to My Financial Aid on your behalf.

STEP 10:

Log into the My Financial Aid student portal.