



Authorizing Others to Have Access to Your Student Account

Financial Information Release Family Educational Rights to Privacy Act (FERPA)

Per federal regulations, we are unable to release any student’s personal financial information to anyone other than the student without the student’s consent.

If you would like to grant access for others to receive statements, make changes to your offer of financial aid, or talk to our office about your account, you will need to complete the following steps:

1. Log onto BANNER: <https://www.spu.edu/banweb/>.
2. Click on “Personal Information Menu”.
3. Click on “Information Access Authorization (FERPA)”.
4. Click “Add New”.
5. Provide name, phone number, address, and email of person you are granting access to (Please note: We will only be able to respond to emails sent from the email address provided here).
6. Select the type of access you would like to grant this person. *Note: if your parents live at the same address and you create authorizations for each of them, please make sure that only one of them has the authorization to receive paper bills.*
7. Select security questions and provide answers which will be used to ensure that we are speaking with the correct person before providing them with your personal information.
8. Click “Save” and follow the prompts.
9. Provide the security questions and answers to the persons authorized to access your personal information.

Please note: If you do not complete these steps, we will not be able to discuss the details of your account, owing balance, or anything related to your financial information with anyone other than you. Even if they are paying your account, we will not be able to talk to them about your account details.

Authorize Online Payers (QuikPAY)

If you would like to grant access to others to make online payments towards your student account and have online access to your monthly bills, you will need to complete the following steps:

1. Log onto BANNER: <https://www.spu.edu/banweb/>
2. Click on “Student Menu”
3. Click on “Account Summary/Financial Aid”
4. Click on “Online Payments and Monthly Statements”
5. Click “Authorize Payers”
6. Click “Add New”
7. You will need to provide a name and email for the individual you would like to authorize, as well as create a username and password for them.

Please note: If you do not complete these steps, parents and other payers will not be able to make online payments towards your owing balance.