



Parent Access to Financial Aid and Billing

Sandburg offers students the opportunity to add one or more authorized users to the student account for financial aid and billing purposes. The authorized user is called a Proxy. The student controls what the user can access. To set up a proxy, follow the instructions below:

HELLO, Michael. Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Financial Aid**
Here you can access financial aid data, forms, etc.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Graduation**
Here you can apply for graduation.

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Add a Proxy

Select a Proxy: Elizabeth S. Brackett

Email Address: @gmail.com

Relationship: Child

Access: Allow complete access

Student Finance	Select All <input type="checkbox"/>	Financial Aid	Select All <input type="checkbox"/>
Account Activity	<input type="checkbox"/>	Award Letter	<input type="checkbox"/>
Make a Payment	<input type="checkbox"/>	Financial Aid Home	<input type="checkbox"/>
		Correspondence Option	<input type="checkbox"/>
		My Awards	<input type="checkbox"/>
		Required Documents	<input type="checkbox"/>
		Satisfactory Academic Progress	<input type="checkbox"/>
		Federal Shopping Sheet	<input type="checkbox"/>

Disclosure Agreement

The Family Educational Rights and Privacy Act (FERPA) secures the privacy of the educational record of an individual. The college may release what may be considered "directory information" without the consent of the student. By authorizing individuals to view this portal, your "proxy" will be able to view the following:
*Name * Address * Student ID number * Classes enrolled * Account Balance * Financial Aid information

By designating a proxy, you waive any rights under FERPA regarding these areas but maintain all other rights under the FERPA guidelines.

I authorize the institution to disclose my information to this party

Cancel Save

If you have any questions, please contact us at 309.341.5260.