

How to Provide Guest Access to the Student Financial Planning (SFP) Student Portal

1 Navigate to <https://myaid.messiah.edu/>

2 Select "Messiah Login"

User Name

User name or email

Password

Password

[Forgot Password?](#)

Sign In

Or sign in with



Messiah Login

[Need help signing in?](#)

3 Login using your Messiah email address, password, and multi-factor authentication (MFA) method.

4

Review the "Consent to Conduct Business Electronically" statement.

Accept Electronic Consent

Consent to Conduct Business Electronically

The decision whether to do business electronically with the University is yours. When you select the "Accept & Continue" button below, you consent to allow the University to conduct business electronically including having communications provided or made available to you in electronic form and entering into Agreements and Transactions using electronic records and signatures. Your consent is valid until your access to the student portal expires. If you decline to accept this option, you will not be able to view or update your financial aid information online. The Financial Aid Office will send you all communications through the mail which will create significant delays in your receipt of information from us. Accepting this option also authorizes Messiah University to call any cell phone numbers you have provided to us.

DENY & LOGOUT

ACCEPT & CONTINUE

5

Click "Accept & Continue"

Consent to Conduct Business Electronically


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DENY & LOGOUT

ACCEPT & CONTINUE

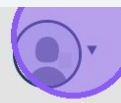
6

Click the down arrow in the top right corner.



WELCOME ANTHONY

[HOME](#) [DOCUMENTS](#) [NOTIFICATIONS](#) [MESSAGES](#)



Required Financial Aid Actions

1

BECOME FINANCIAL AID ELIGIBLE

Submit all Required Documentation

Not Required

2

TAKE ACTION ON LOANS

There are no pending awards that require review.

3

RECEIVE YOUR FUNDS

There are no pending actions required to receive your funding

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7 Click "Profile"

The screenshot shows the Messiah University portal interface. At the top, there is a navigation bar with links for HOME, DOCUMENTS, NOTIFICATIONS, and MESSAGES. A user profile icon is visible in the top right corner, with a dropdown menu showing options for PROFILE and SIGN OUT. The main heading is "Required Financial Aid Actions". Below this, there are three sections:

- 1 BECOME FINANCIAL AID ELIGIBLE**
Submit all Required Documentation Not Required
- 2 TAKE ACTION ON LOANS**
There are no pending awards that require review.
- 3 RECEIVE YOUR FUNDS**
There are no pending actions required to receive your funding

8 Click "Sign FERPA Form & Provide Consent"

The screenshot shows the "Manage Guest Access" page. It contains two main sections:

- 1 PROVIDE CONSENT**
This section contains a table with the following data:

Action	Status	Release Directory Info?	Date Signed
Sign FERPA Form & Provide Consent	Pending	TBD	TBD

- 2 ADD/EDIT GUEST PORTAL ACCESS**
This section contains a table with the following data:

Guest Email Address	Guest Roles	Status	Edit	Action
Pending	TBD	TBD	TBD	TBD

9 Review the FERPA Form language.

✎ Sign FERPA Form & Provide Consent

Family Educational Rights and Privacy Act of 1974 (FERPA)

Schools maintain a large number of records regarding its students in the administration of its educational programs, as well as its housing, athletics, and extracurricular programs. Additionally, universities also maintain employment and financial records for its own use and to comply with state and federal regulations. The University is committed to protecting the privacy interests of its students and to maintaining the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

What are my student rights under the FERPA Act?

1. The right to inspect and review the student's education record within 45 days of the day the University receives a request for access.

Any student who wishes to inspect and review information contained in an education record maintained by any office of the University may, with proper identification, request access to the record from the office responsible for maintaining that record. Unless the circumstances require the existence of a formal request, an oral request may be honored.

Whenever an office responsible for maintaining education records is unable to respond, the student may submit to the Office of Student Services, dean, academic department head, or other appropriate official a written request that identifies the record he or she wishes to inspect. The University official shall provide access within 45 days after the University receives the request, and

10 Select "The school has my permission to release Directory Information as defined above."

NOTICE FOR RELEASE OF DIRECTORY INFORMATION

The primary purpose of directory information is to allow XXXX University to confirm attendance for employers, health insurance companies, and loan agencies. The University may disclose appropriately designated "directory information" without written consent, unless you have advised the University to the contrary in accordance with the procedures below. If you choose not to release directory information, all communications with all third parties and agencies will need to be done through your written request to the University or in person.

Directory Information includes:

- Student name
- Dates of attendance
- Home address (city, state, country ONLY)
- Degrees, honors, and awards received
- Major field of study
- Most recent educational agency or institution attended
- College
- Class Year
- Sports activity participation, showing weight/height of members of athletic teams
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Participation in officially recognized activities

Please select one of the following options:

☒ The school has my permission to release Directory Information as defined above.

☐ The school does not have permission to release my Directory Information.

11 Click "I Accept"

The screenshot shows a web form titled "Electronic Signature Consent". The text of the consent form is as follows:

Electronic Signature Consent

By selecting the "I Accept" button, you are signing this document electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this document. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you signed the document in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature, and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting agreement between you and the Financial Aid Office. You are also confirming that you are the student authorized to provide the data in this document. By electronically signing documents, you agree to all the terms and conditions of such documents as they exist on the date of your E-Signature.

At the bottom of the form, there are four buttons: "I ACCEPT" (highlighted with a purple circle), "CANCEL", "Enter Student ID" (with a red asterisk), and "Enter Last Name" (with a red asterisk). To the right of the "Enter Last Name" field is a "SIGN & FINISH" button. The form is set against a light blue background with a dark grey sidebar on the right.

12 Type your Student ID in the "Enter Student ID" field.

The screenshot shows the same "Electronic Signature Consent" form as in the previous step. The text of the consent form is identical. In this step, the "Enter Student ID" field is highlighted with a purple circle. The "I ACCEPT" button is no longer highlighted. The "CANCEL", "Enter Last Name" (with a red asterisk), and "SIGN & FINISH" buttons remain visible. The form is set against a light blue background with a dark grey sidebar on the right.

13 Type your Last Name in the "Enter Last Name" field.

☐ The school does not have permission to release my Directory Information.

Electronic Signature Consent

By selecting the "I Accept" button, you are signing this document electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this document. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you signed the document in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature, and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting agreement between you and the Financial Aid Office. You are also confirming that you are the student authorized to provide the data in this document. By electronically signing documents, you agree to all the terms and conditions of such documents as they exist on the date of your E-Signature.

I ACCEPT

CANCEL

Enter Last Name

SIGN & FINISH

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14 Click "Sign & Finish"

☐ The school does not have permission to release my Directory Information.

Electronic Signature Consent

By selecting the "I Accept" button, you are signing this document electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this document. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you signed the document in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature, and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting agreement between you and the Financial Aid Office. You are also confirming that you are the student authorized to provide the data in this document. By electronically signing documents, you agree to all the terms and conditions of such documents as they exist on the date of your E-Signature.

* *

15 Click the plus (+) next to the person under step 2.

Manage Guest Access

1 PROVIDE CONSENT

Action	Status	Release Directory Info?	Date Signed
Sign FERPA Form & Provide Consent	Completed	Yes	Dec 4, 20...

2 ADD/EDIT GUEST PORTAL ACCESS

Guest Email Address	Guest Roles	Status	Edit	Action
Pending	TBD	TBD	TBD	TBD

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Type the full email address of the person to whom you are giving Guest Access in the "Guest Email Address" field.

Manage Guest Access

1

PROVIDE CONSENT

Action	Status	Release Directory Info?	Date Signed
Sign FERPA Form & Provide Consent	Completed	Yes	Dec 4, 2025

2

ADD/EDIT GUEST PORTAL ACCESS

Guest Email Address	Guest Roles	Status	Edit	Action
<input type="text"/>	<input type="checkbox"/> Default Guest ?	Enabled	x	Disable

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Select the box next to "Default Guest"

Manage Guest Access

1

PROVIDE CONSENT

Action	Status	Release Directory Info?	Date Signed
Sign FERPA Form & Provide Consent	Completed	Yes	Dec 4, 2025

2

ADD/EDIT GUEST PORTAL ACCESS

Guest Email Address	Guest Roles	Status	Edit	Action
<input type="text"/>	<input type="checkbox"/> Default Guest ?	Enabled	x	Disable

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18 Click "Enabled"

Manage Guest Access

1 PROVIDE CONSENT

Action	Status	Release Directory Info?	Date Sign
Sign FERPA Form & Provide Consent	Completed	Yes	Dec 4, 20

2 ADD/EDIT GUEST PORTAL ACCESS

Guest Email Address	Guest Roles	Status	Edit	Action
	<input checked="" type="checkbox"/> Default Guest	Enabled		Disable

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
19 Click the small save icon under the Edit column.

Manage Guest Access

1 PROVIDE CONSENT

Action	Status	Release Directory Info?	Date Sign
Sign FERPA Form & Provide Consent	Completed	Yes	Dec 4, 20

2 ADD/EDIT GUEST PORTAL ACCESS

Guest Email Address	Guest Roles	Status	Edit	Action
	<input checked="" type="checkbox"/> Default Guest	Enabled		Disable

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