Instructions to UCLA Third-Party Access

Third-Party Access

Financial Aid and Scholarships takes the security of our student information very seriously. As mandated by the Family Education and Privacy Act (FERPA) and for the protection of our students, Financial Aid and Scholarships WILL NOT release any student specific information to a third-party (including parents) without the student’s permission.

Third-Party access can be set up on MyUCLA to allow anyone designated by the student to have access to the student’s information on MyUCLA. Permission can also be granted for the student’s information to be shared in person, over the phone or via email without the student being present. Third-party access can be granted to anyone selected by the student. Once granted, third-party access can be rescinded by the student at any time.

It is up to the student to determine which functions will be accessible to the third-party user. For instance, the student may assign the third-party access to view and pay their BruinBill, but not to view their grades, class schedule, or financial aid award.

A Third-Party video tutorial is available here or view the following steps on how to assign third-party access.
Logon to MyUCLA using your UCLA Logon ID.

Click on “Settings” at the top of the page.
Click on “Third Party Access” at the bottom of the dropdown menu.

Click on “+Add New Account”
You will need to provide the UCLA logon of the person to whom you are granting access.

See next page on how to create a MyUCLA account for Third-Party Access.
Creating a MyUCLA Account for Third-Party

Before you can proceed with granting Third Party Access, you will need to have the Third Party user create a UCLA logon at https://login.ucla.edu

They will click on “Create UCLA Logon ID”.

Read and accept the conditions and terms of creating a UCLA Logon ID.

Students, Parents’, or Friends will check off the following:

“I do not have a UCLA Identification Number and I am NONE OF THE ABOVE…”

Then click “Next.”

Continue with the setup by providing required personal information.

Then click “Next.”

Create UCLA Logon ID & Password

Provide the UCLA logon, first name, last name, and association of your Third Party. Select the permissions you want to grant.

In order for Financial Aid and Scholarships to share student’s information without the student being present “Access to financial aid information over the phone, email or in person” must be selected.

Once you have selected the desired actions, click on “Save”.

MyUCLA access will be updated real-time. It will take a few minutes for the permissions to be routed to Financial Aid and Scholarships or other UCLA offices.