Student Self Service
Third-Party User

Overview

As a student at Indiana University, you can authorize other individuals, such as parents or guardians (i.e., third parties), to access your personal information and pay your bursar bill via One.IU.

You can assign third party access to any person(s), such as a parent, guardian, or spouse, to whom you wish to grant access to your personal information available through the Student Self-Service section. They will also have the ability to contact the University via phone or email if they have questions about your information. (Note: some records may not be available through all methods of communication.) You can assign third-party access to as many persons as you wish (for example, both of your parents), and can give each third party user different levels of access.

You will assign third party access by creating 3rd party access accounts, including usernames and passwords, via One.IU. Once you have set up a 3rd party access account for someone, and shared the username and password with that person, the third party user can log into One.IU to view only the information to which you (the student) has granted access.

You can assign 3rd party access for all or any combination of the following student information:

- Registration holds
- Final Grades
- Unofficial transcripts
- Class schedules
- Financial aid awards and summary
- Addresses
- Phone numbers
- To-do lists
- 1098-T tax forms
- Bursar balances and bills

Steps

Assigning 3rd Party User Access

1. Navigate to: one.iu.edu
2. In the Search box, type “3rd party user” and press the ENTER key.
3. Click the Set Up 3rd Party Users task. (You will need to log in if you have not done so already.)
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The Agreement to Terms Viewer page will display.

4. Read the terms, and if you agree, click [I Accept].

**NOTE:** Once you have created at least one 3rd party account, the agreement will no longer appear.
The Setup Third Party User page will display.

5. Enter a **3rd Party Username**.

**NOTE:** The **3rd Party Username** may be whatever you wish and is not case sensitive. It can only contain letters, numbers, or the underscore (_ _) character. The **3rd Party Password** is case sensitive, must be a minimum of 15 characters and include at least one uppercase letter, one lowercase letter and one non-letter.

6. Enter the **First Name** of the 3rd Party User.
7. Enter the **Last Name** of the 3rd Party User.
8. Select the **Date of Birth** of the 3rd Party User.
9. Enter a 3rd Party Password.
10. Enter the 3rd Party Password again into the Confirm Password box.
11. Enter a 3rd Party Email.
12. Enter a 3rd Party Email again into the Confirm New 3rd Party Email box.
14. Enter the Security Answer.
15. Click the checkboxes next to each piece of information you want your 3rd party user to be able to access (for example, your class schedule, final grades, etc.).

**NOTE:** By selecting Bursar Balances and Bills, you allow the 3rd party user to view and pay (all or part of) the student's bursar bill via IU Bursar Pay. The third-party user will receive an email notification when a new bursar bill is available.

16. Click **Check All** if you would like to grant access to all items.
17. Click **Save User**. Your Authorized 3rd Party User(s) will then display.

18. After creating and saving a 3rd party access account, provide the University ID, User name and Password to your 3rd party user so they can log in and view your information. The 3rd party user must also know the answer to the security question that you set up in the 3rd party user’s profile.

**NOTE:** If your 3rd party user forgets the 3rd party access password you created, you can reset it by updating that person’s 3rd party access account. In the same manner, you also can edit the list of items that person is allowed to access. Click **Edit** to make changes.

### Viewing a Student’s Information if you are a 3rd Party User

Share this information with your Third Party User (parent, guardian, etc.)

1. In a web browser, navigate to: **one.iu.edu**
2. In the Search box, type "3rd party user" and press the ENTER key.
3. Click the 3rd Party User or Parent Access tile.

The 3rd Party User Login page will display.

4. Enter the student’s University ID.
5. Enter the User Name that the student has given to you.
6. Enter the Password that the student has given to you.
7. Click Submit.

**NOTE:** If you have 3rd party access for more than one student, you will need a unique User Name set up for each student.
8. Click any link to view the information for the student. For example, click Addresses.

The Addresses page will display.
9. After you have finished viewing the information, click Return to return to the previous page.

10. If you would like to change the password given to you by the student, click Change 3rd Party Password/Email. The following screen will display.

![INDIANA UNIVERSITY](image)

Student Name: Ima Student

3rd Party User Name: parent1

To update your password or email address, enter the information requested and click 'Submit. Passwords ARE case sensitive and must be a minimum of 15 characters (32 maximum), contain at least one uppercase letter, one lowercase letter, and one non-letter.

Old 3rd Party Password:

*New 3rd Party Password:

Confirm New 3rd Party Password:

Current 3rd Party Email Address: xxx@YAHOO.COM

Enter New 3rd Party Email Address:

Confirm New 3rd Party Email Address:

Submit Cancel

11. Enter your changes and click Submit.

12. When you are finished viewing the student’s information, close your browser window.