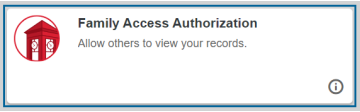
# Family Access Setup Instructions

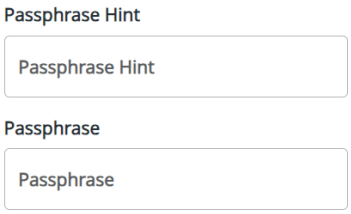
Family Access allows students to give online access to their student/education and financial aid records to family members or any other third party.

1. Logon to OneCampus, located in the upper right-hand corner of Radford University's homepage.

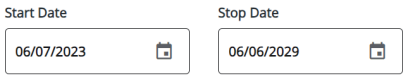
2. Enter "Family Access" in the OneCampus search engine. Click on the Family Access Authorization tile that appears in the search results.



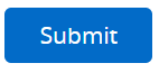

3. Enter name, email address, and relation of the Family Access designee.
4. Add a Passphrase description and a Passphrase for the designee. Designees will be asked for this Passphrase if they call University offices to inquire about the records the student has given them access to through Family Access. Designees do not automatically get access to the Passphrase the students choose. The student must email or tell the designee the Passphrase.




5. Review or change the timeframe for access. The default timeframe is six years.




6. Select the pages/student records to allow access and submit. Designees are only given view access to student records.




7. The Designee will be emailed setup instructions. They should check their email inbox and their spam folder.