

## Parent Access to Student Records and Accounts

University Records System Access (URSA) Online ([www.ursa.ucla.edu](http://www.ursa.ucla.edu)) helps students manage being a student from the time they're applicants, through their studies and even after graduation. But sometimes a little more help may be needed.



Third Party View allows a student to give access to their account to another, typically to parents. Students can grant access by individual function. Third parties can view Study list, Degree Progress Report, Grades and GPA, Registration Status, Holds, Billing and Receivables (BAR) Account, Financial Aid and Address. In addition, the student can elect to have their third party receive billing emails. The student must agree that they have read and understand Family Educational Rights and Privacy Act (FERPA) restrictions before they create third party access. For information on FERPA, visit [www.registrar.ucla.edu/ferpa/FERPAdisclosure.pdf](http://www.registrar.ucla.edu/ferpa/FERPAdisclosure.pdf). Students can authorize third parties to have view-only access to their student records and direct access to their BAR account, allowing users to pay fees online through the URSA site. In addition, the student can elect to have their third party receive billing emails.

In order to set up access, the third party must first create a UCLA logon account. Users create and manage their individual UCLA Logon ID and password at <https://logon.ucla.edu>. Password can be changed and reset, and security questions can be set up to help users remember their passwords. Once that has been established, the student logs on to URSA and gives access to their third party. They must know the UCLA logon and first and last name of the person they are adding. Validation is done to ensure the correct third party is getting access.



Once the student grants access, the third party logs on to URSA Online just like they were a student. They will only see the functions to which they have been given access.

*For additional information about URSA and hours of operation please visit:*  
<http://www.registrar.ucla.edu/soc/ursa.htm>