

PARENT ONLINE ACCESS

Have your student set you up for two separate and distinct functions so that you can have login access to their student account information.

PROXY ACCESS

- Inquiry access only to financial aid, grades, and tax documents.
- The student must grant you access to this information by logging in to <https://experience.bellarmino.edu>, choosing *SELF-SERVICE*, clicking on their login name in the upper right corner, and selecting *VIEW/ADD PROXY ACCESS*.
- The student will determine what access to grant to you.
- Students can grant proxy access to more than one person.
- Students can change or remove access at any time.
- When a student submits a parent or other person as a "proxy candidate", our system first determines whether it can clearly discern if that candidate is already known to Bellarmine or first needs to be recorded. In either case, proxy permission is granted within moments. If our system is unable to determine that, then the candidate is added to a queue for one of our staff members to later review for access to our system.

AUTHORIZED USER

- Access to view and pay the tuition bill, purchase additional dining funds (declining flex \$ or commuter meal plan), set up a monthly payment plan, and receive notifications when the e-bill is available for viewing.
- The student must grant you access to this information by logging in to <https://experience.bellarmino.edu>, choosing the *ONE PAYMENT GATEWAY, MY ACCOUNT*, and *SEND a PAYER INVITATION*.
- Students can grant authorized user access to more than one person.
- Students can change or remove access at any time.
- Be sure to use the login link below as an Authorized User, which is different than the link used for students.

<https://www.bellarmino.edu/finance/office-of-student-accounts/>

Click on '*Authorized User Payments*'

Login with Parent/Authorized User Login/Password