

Parent/Guest Access Instructions

Do you have a family member or friend who needs access to your financial account?

Sign them up for **Parent/Guest Access** on LOCUS so they can receive email notifications of e-bills and have their own, unique access to your financial information.

HERE'S HOW TO SIGN UP:

1. Login to your LOCUS account at **LUC.edu/LOCUS**
2. Click "**Profile**" tile
3. Click "**Parent/Guest Access**"
4. Click "**Add Parent/Guest**"
5. Click the "**I Accept**" button on the consent form
6. Enter the person's first and last name, email address and assign them a password. The password is case sensitive, must be 12 characters in length, one uppercase letter, one lowercase letter, one special character, and include one numeric digit. Their universal ID will be assigned to them automatically and sent via email.
7. Check off all three of the following boxes: **Account Summary**, **e-Bill** and **Financial Aid**. Checking these boxes will allow your parent/guest to receive email notifications when new e-bills are generated and discuss your financial account with the Office of the Bursar staff.
NOTE: This access does not permit them to view grades or student affairs information.
8. Click "**Save**"