**Guest Access Account** - Students may authorize third parties to view their financial aid and academic record information (grades and transcripts) via the GUEST ACCESS on Hokie SPA. Students can control the disclosure and may at any time void the access. The Guest Access menu is viewable via the main menu of HOKIE SPA. Awarding guest access to a third party does NOT grant FERPA disclosure. The university will be unable to discuss your record with a third party without your written consent or a completed FERPA WEB disclosure.

To grant Guest Access:
1. Log into Hokie SPA with your student PID and password
2. Select the option "Guest Account Access"
3. Enter the e-mail of the individual to grant access
4. Select the type of information you wish to release
5. Select "Grant Access"