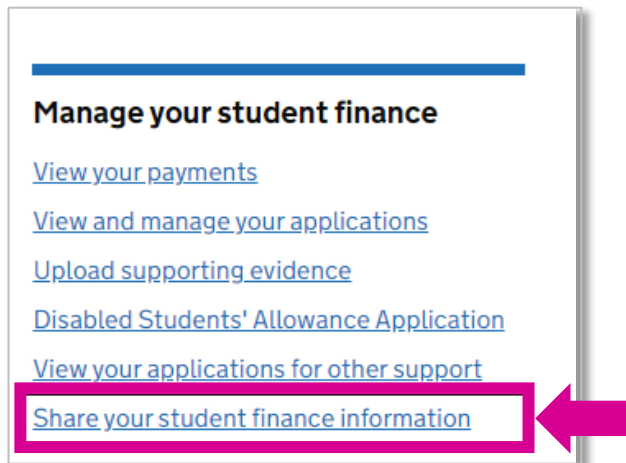


How to set up consent to share in your SFE online account

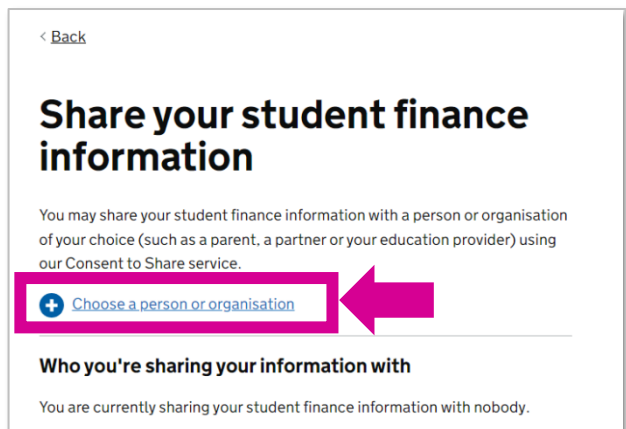
Once logged in to your Student Finance England online account, open your current/ or most recent application.

Under **Manage your student finance** (on right-hand-side of the page if using a PC/laptop, or near the bottom of the page if using a smartphone)

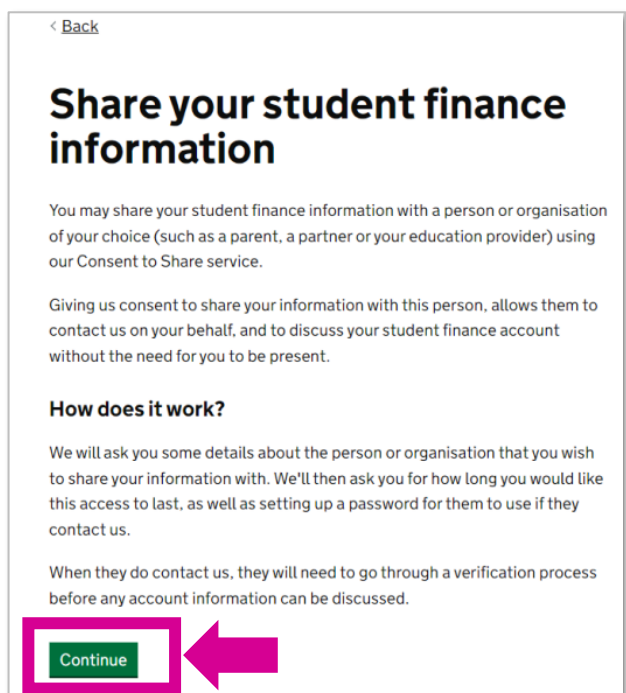
Click on **Share your student finance information**:



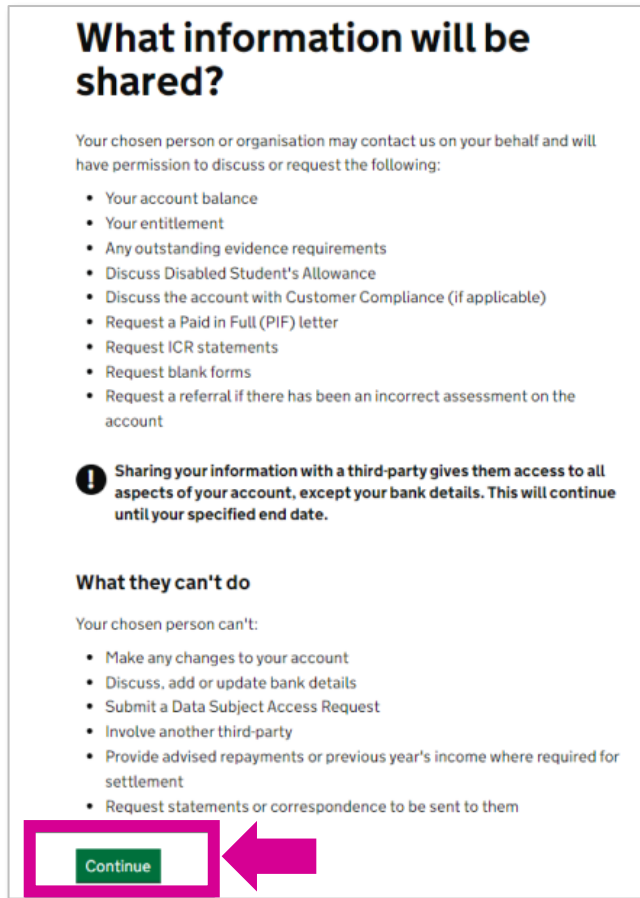
This will take you to the consent to share details page. Click on **Choose a person or organisation**:



You will then see information about consent to share. Please read and click **Continue** if you are happy to proceed:



You will then see an outline of what information SFE can and cannot share with us, and what requests we can and cannot make. Please read this and then click **Continue** if you are happy to proceed:



What information will be shared?

Your chosen person or organisation may contact us on your behalf and will have permission to discuss or request the following:

- Your account balance
- Your entitlement
- Any outstanding evidence requirements
- Discuss Disabled Student's Allowance
- Discuss the account with Customer Compliance (if applicable)
- Request a Paid in Full (PIF) letter
- Request ICR statements
- Request blank forms
- Request a referral if there has been an incorrect assessment on the account

! Sharing your information with a third-party gives them access to all aspects of your account, except your bank details. This will continue until your specified end date.

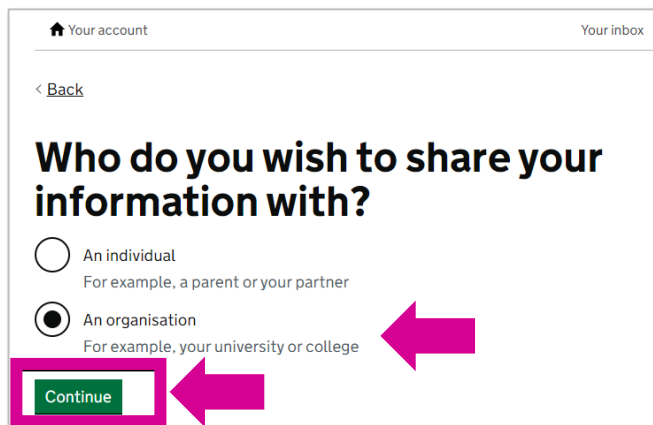
What they can't do

Your chosen person can't:

- Make any changes to your account
- Discuss, add or update bank details
- Submit a Data Subject Access Request
- Involve another third-party
- Provide advised repayments or previous year's income where required for settlement
- Request statements or correspondence to be sent to them

Continue

You will be asked who you wish to share your information with – select **An organisation** and click **Continue**:



🏠 Your account Your inbox

< Back

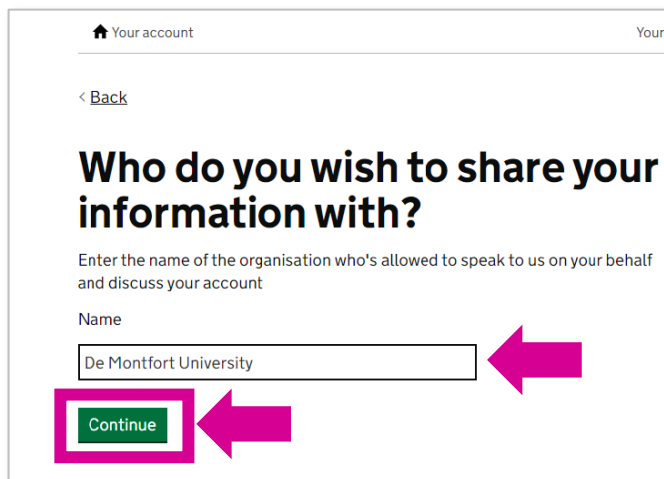
Who do you wish to share your information with?

An individual
For example, a parent or your partner

An organisation
For example, your university or college

Continue

You will be asked for the name of the organisation. Type in **De Montfort University** and click **Continue**:



🏠 Your account Your

< Back

Who do you wish to share your information with?

Enter the name of the organisation who's allowed to speak to us on your behalf and discuss your account

Name

De Montfort University

Continue

You will be asked for our relationship to you. Type in **Higher Education Provider** and click **Continue**:

A screenshot of a web form titled "What is their relationship to you?". At the top left, there is a home icon and the text "Your account". Below this is a "< Back" link. The main heading is "What is their relationship to you?". There is a text input field containing "Higher Education provider". Below the input field is a green "Continue" button. A pink box highlights the "Continue" button, and a pink arrow points to it from the right. Another pink arrow points to the input field from the right.

You will be asked to choose a password. You can use a password of your choice, or use **Welfare**

Please note the password needs to be different to the password you use to log in to your Student Finance England online account.

Type in your chosen password and click **Continue**:

A screenshot of a web form titled "Choose a password". At the top left, there is a home icon and the text "Your account". At the top right, there is the text "Your". Below this is a "< Back" link. The main heading is "Choose a password". Below the heading is a paragraph: "If De Montfort University contacts us, they will need this password to verify that they have access before any account information can be discussed." followed by "This needs to be different to your account login password." There is a text input field containing "Welfare". Below the input field is a checkbox labeled "Show password" which is checked. At the bottom is a green "Continue" button. A pink box highlights the "Continue" button, and a pink arrow points to it from the right. Another pink arrow points to the input field from the right.

You will be asked to choose an end date – this is the date SFE will stop sharing information with us.

Type in your chosen end date, for example the end of your course, and click **Continue**:

A screenshot of a web form titled "What date do you want to stop sharing your information?". At the top left, there is a "< Back" link. The main heading is "What date do you want to stop sharing your information?". Below the heading is a paragraph: "De Montfort University will no longer be allowed to discuss your account with us after this date." followed by "For example, 31 8 2000". There are three input fields for "Day", "Month", and "Year". The "Day" field contains "14", the "Month" field contains "06", and the "Year" field contains "2024". Below the input fields is a green "Continue" button. A pink box highlights the "Continue" button, and a pink arrow points to it from the right. Another pink arrow points to the "Year" input field from the right.

You will then see a summary page. Review your answers and if it's all correct, click **Share my information**:

Home Your account Your inbox Common questions Sign out

< Back

Check your answers before sharing your information

Your chosen organisation

Name	De Montfort University	Change
Relationship	Higher Education provider	Change
Password	*****	Change
When to stop sharing information	14 June 2024	Change

Share my information

You have now set up consent to share, the following page will appear to confirm this. If you want to make any changes, click **Consent to Share details page**:

Home Your account Your

Student Finance information shared

De Montfort University now has access to your student finance information and may contact us to discuss your account. Remember to give them the password you set up on their behalf.

You can change these details or remove their access at any time from the [Consent to Share details page](#)

[Go back to your account](#)

You can review the consent to share and to change your answers, click **Change**. Or to remove your consent at any time, click **Remove this organisation**:

Share your student finance information

You may share your student finance information with a person or organisation of your choice (such as a parent, a partner or your education provider) using our Consent to Share service.

[+ Choose a person or organisation](#)

Who you're sharing your information with

You are currently sharing your student finance information with **De Montfort University**.

De Montfort University:

Name	De Montfort University	Change
Relationship	Higher Education provider	Change
Password	*****	Change
When to stop sharing information	14 June 2024	Change

Remove this organisation