



## Student Account

Upon entrance to Emory University, an account is created for each and every student. This account will remain with the student during their entire enrollment at the university. All university charges, financial aid and payments pass through this account. Secure 24 hour access to this financial information is provided through the OPUS student system. Every student is strongly encouraged to familiarize themselves with the OPUS system and specifically their student account information.

In addition, the Student Financial Services menu within OPUS provides online processes for several activities related to this account. Students can make a payment to their account, sign up for direct deposit of a refund, enroll in the Emory Payment Plan and print current or previous billing statements.

Since access is around the clock, students can check the status of any activity (i.e. is the account cleared for registration?), without having to phone or visit the main office. The menu items on this page provide further detail of Student Account activities.

## Parents Information

Most of the links found on the [Student Financial Services](#) homepage contain general information that is available to anyone. Emory University adheres to the Family Education Rights and Privacy Act of 1974 (FERPA) that provides students with privacy rights pertaining to their records. Click [FERPA](#) for a direct link to more information. Access to specific, restricted information (i.e. grades or account balance) is only available through the Emory OPUS system, requiring an ID and password.

## Guest Access

OPUS Guest Access is now live. Guest access is a feature that will allow you to sponsor up to five individuals and grant them OPUS access to your student information. You have the power. You choose the people. You control the ids and passwords. You determine the access.

You can grant OPUS access for each Guest depending on your student status. As an example, you can grant your parent (or spouse or partner or a guest representative of your choosing) access to:

- See any "To Do" Items or "Messages"
- Complete the Health Insurance Waiver process your behalf
- View your monthly bills or make an online payment
- View your financial aid
- View your class schedule
- View admissions information for any new applications within Emory

It is still your responsibility to fulfill any university financial obligations or academic requirements. Your OPUS account contains sensitive information about you and your academic career, so please select your guests wisely. If your guests encounter any issues logging into the system, you will be responsible for resetting their password and providing assistance. Emails about new guests, changes to permissions and/or passwords, and other changes in Guest Access will be sent from the OPUS administrator to your preferred email address.

Ready to get started? Try it now, at [www.opus.emory.edu](http://www.opus.emory.edu).



### **Emory University Student Communication Policy**

Email is the primary medium for official communication with students at Emory University. Each registered student is assigned an official email address by the University. All University communications sent via email will be sent to this address. Students are expected to maintain their accounts and check their email regularly so that new mail will be properly received and read. Certain communications may be time-critical. While students may redirect email from their official University email address to another address (e.g., @hotmail.com @aol.com), the University is not responsible for the delivery of email by other service providers.

This policy has been approved by the Council of Deans and the President's Cabinet of Emory University. (2004)