How to set up Consent to Share in your SFE online account
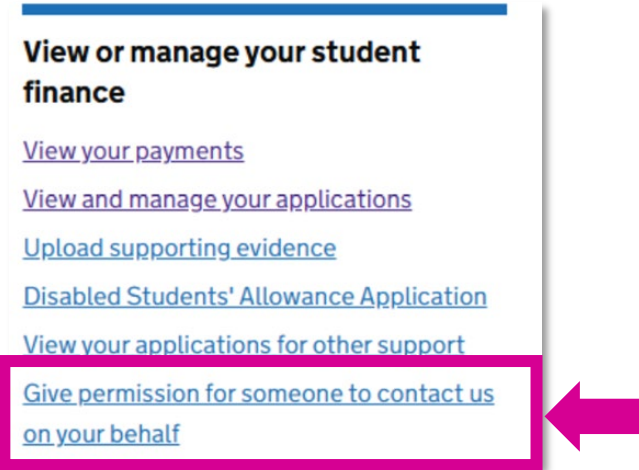
Once logged in to your Student Finance England online account, open your current/ or most recent application.

Under **View or 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)
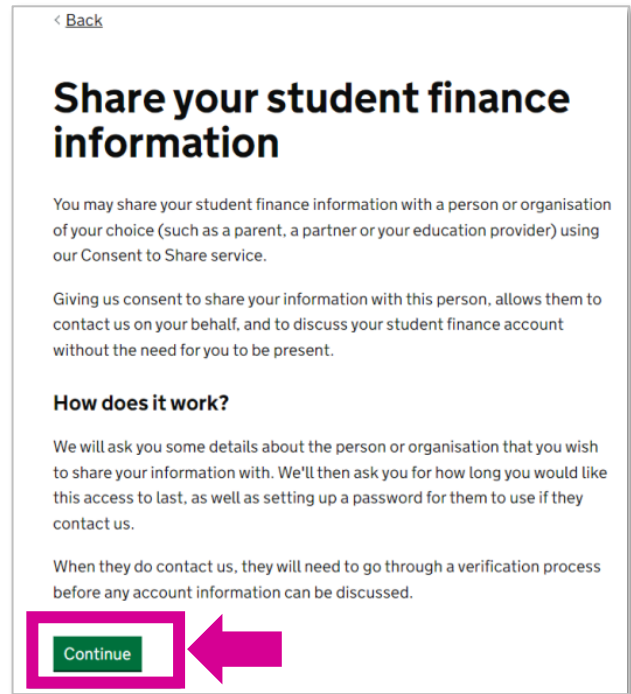
Click on **Give permission for someone to contact us on your behalf**:

This will take you to the consent to share details page. Click on **Choose a person or organisation**:
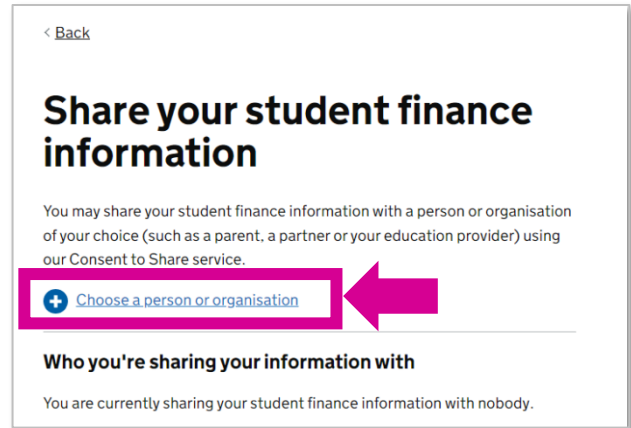
You will then see information about consent to share. Please read and click **Continue** if you are happy to proceed:

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:

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

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

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

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**:

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**:

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

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