Instructions for adding or changing access to student records

1. Log into the SIS and choose *Permissions* from the left-hand menu.

2. Enter the relevant email addresses (one at a time if the email address is not already in here) and authorize viewing of selected information to that address.

3. Notes can be added also (notes are for use only by the student).

4. Click the green *Grant Access* button to grant access to the selected options for that email address. An email will then be sent to that address letting them know that they now have access to this information.

5. The bottom section titled "Permissions" is a listing of the e-mail addresses that have already been granted access to the Parent Access page. These listings allow the student to change the access settings at any time by clicking on the check boxes and pressing "Update," or by pressing the "Delete" button to remove all access to that e-mail.

6. If a parent's e-mail address changes, the old e-mail address must be removed and a new e-mail address added.

~ Only the student can add or change authorizations to their education record (schedule, degree audit, grades, billing information) and must do so through the permissions page in the SIS.

~ When a new bill is generated both the student and the authorized recipients will receive an email letting them know it is available.