Instructions to the Student for setting up Parent(s)/Sponsor(s) access to billing account information and, if desired, grades in the Student Portal

1. Login to Student Portal.
2. Under the Administrative Services heading click on Parent Access (See Screenshot 1.1).
3. **Enter a password here that is *different* from the password you use for Gmail and D2L.**
4. Decide to allow access to Grades with the Allow Access to Grades check box.
5. After you click the submit button, you can give this *different* password to parents and sponsors along with your username. They will have access to a limited view of your Student Portal.
6. You can provide your username and the *different* password to as many parents/sponsors as desired. Just remember: if you change the *different* password at any time, you would need to send the new one to all the parents/sponsors.

(See Screenshot 1.2 that includes viewing Grades)
(See Screenshot 1.3 without viewing Grades Checked).

Screenshot 1.1

Screenshot 1.2   (Includes access to financial info AND grades)

Screenshot 1.3   (Includes access to financial info ONLY)

Don't delay.   Set up this access right away! Parents/Sponsors will gain access to My Tax Forms as well.