

## ***NEW! Parent Access Option in the SIS***

### **Students may now authorize parents to view some or all of the following:**

- billing information (already available)
- current schedule
- grades (in the form of the unofficial transcript, which lists all courses and grades by term)
- degree audit

Some parents already have access to billing information. As we move to the new parent access page, billing information access will automatically be continued if currently in place. The new system adds the possibility of providing academic information we don't currently provide electronically (or in any other form) to parents.

### **Process:**

- Student logs into the SIS and chooses permissions from the left-hand menu (under student)
- Student provides the relevant email addresses (one at a time) and authorizes viewing of selected information to that address;
- Student may add a note (only the student sees notes);
- Student clicks the green "Grant Access" button to grant access to the selected options for that e-mail address;
- 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;
- If a parent's e-mail address changes, the old e-mail address must be removed and a new e-mail address added;
- Student provides the relevant email addresses (one at a time) and authorizes viewing of selected information to that address;
- PARENT/GUARDIAN: After access is granted to the Parent Access page, the e-mail address receives e-mail notification informing the owner of type of permissions, plus, the first time, a password that should be changed.

This procedure is in compliance with federal privacy regulations as described in the Family Educational Rights and Privacy Act (FERPA), and with St. Olaf College's policy concerning [confidentiality of student password](#).