# Parent Portal Users: Setting up Your Account

Rollins College Students may provide Parent Portal access to parents/guardians as desired by logging into FoxLink. Once the student provides access, the parent/guardian needs to set up an account in order to access the student information.

**Student User Prerequisite:**
1. The student sets you up as a parent portal user by following these simple instructions: Student Parent Portal Instructions

**Parent/Guradian User Instructions:**
1. You will then receive an email. This email provides instructions and a one-time link and password needed to set up your access.:

   **Subject: New Rollins College Parent Portal Account**

   Dear: Roco Tar

   Welcome to the Rollins Parent Portal. Tommy Tar has created a Parent Portal account for you to view information such as grades, semester course schedules, billing statements, and financial aid awards.

   Your temporary PIN is: JQZPOCCT

   Please use the following link to create a new PIN:
   https://bannerweb.rollins.edu/prod/bwgkpxya.P_PA_Action?
   p_token=QUFBWmhEQUFUQUFBcTQwQUFF

   **Sample link and PIN. Do not use.**

   You may access the Parent Portal at http://rollins.edu/parents/ as well as view important information, news, and updates.

   If you feel you have received this message in error, please forward to proxyaccess@rollins.edu

2. Follow the instructions in the email to set up your account.

    A. Click on the **Action Link** provided within your email message. The page below appears.

**RESET PIN**

Enter your new PIN twice. A PIN can be a number, password or passphrase. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

Welcome to the Rollins College Parent Portal! Your e-mail address has been verified. The next step is to save your security PIN for proxy access.

| | |
|---|---|
| **\* - indicates a required field.** | |
| Minimum PIN length: 8. | |
| Enter e-mail address \* | |
| Enter Old PIN \* | |
| Enter New PIN \* | |
| Validate PIN \* | |

[ Save ]

    B. Type your email address.
    C. For the Old PIN, use the Temporary PIN (provided within your email message).
    D. Type and validate your new PIN.
    E. Click **Save** to complete the initial setup.

3. The final step in the set up will bring you to the **Student Information Access page.**

| Profile | ██████████ |
|---|---|

**Your Name and Address**

**Please keep your profile information up-to-date!** ☐Click here to change your PIN

**\* - indicates a required field.**

| Field | Value |
|---|---|
| **Salutation** | |
| **First Name** \* | Mommy |
| **Middle Name** | |
| **Last Name** \* | ██████ |
| **Name Suffix** | |
| **Nickname** | |
| **Home E-mail Address E Mail Address** \* | ██████@gmail.com |
| **Permanent Phone Area Code** \* | 407 |
| **Permanent Phone Number** \* | 2223333 |
| **Permanent Phone Extension** | |

4. Read the instructions for important information.

5. You should now see multiple tabs:
   - Profile (Your information)
   - Student Name

<span style="color:red">**Note: If you have more than one student granting you access, make sure they each use the same email. You will see a tab for each student that authorizes access for you.**</span>

6. Complete the profile filling in the required fields at a minimum. Click the Save button.

7. Click on the student's name to see the list of web page links the student has authorized.

| Profile | Tommy The Tar |
|---------|---------------|

**Authorized Pages**

**The links below have been chosen based on the access given**

View Financial Aid Information for Tommy The Tar
    Financial Aid Messages
    Financial Aid Requirements
    Financial Aid Awards
View General Information for Tommy The Tar
    View Address
    Course Schedule
    Student Grades
View Payment Information for Tommy The Tar
    Pay Students Bill
    Display Banking Information
    View 1098-T
    Financial Transcript

8. Click on a link to view the student's information.

9. Each link will open a new browser window with this message ***You are viewing Student's Name information***. When you are finished viewing the information close or exit the browser window.