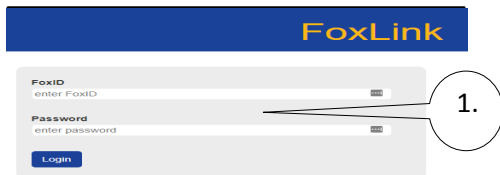


Student Users: Instructions for Setting up Parent Portal Access

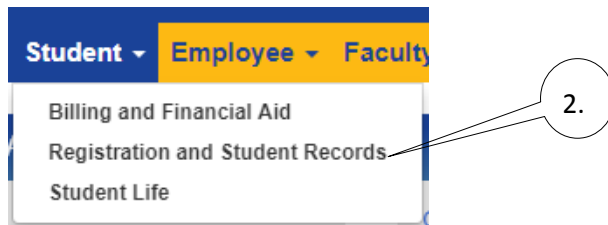
Rollins College Students may provide Parent Portal access to parents/guardians as desired by completing the following steps in [FoxLink](#). Students can select groups of either Financial Aid, Bursar, or General pages to which their parents/guardians may have access. By setting up Parent Portal access, the student permits their parent/guardian to view this information online.

Student Instructions for Adding a Parent Portal Access:

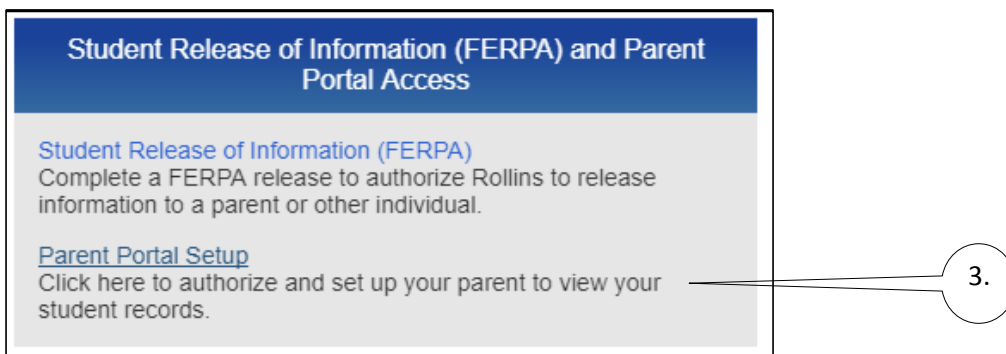
1. Log into [FoxLink](#) with FoxID User Name and Password.



2. Click on **Registration and Student Records (Under Student Tab)**.



3. Click the **Parent Portal Setup** link.
Please Note: If the link is not active, you must complete the FERPA form first by clicking on the Student Release of Information link.



4. **STEP 1:** Click on "[Click Here to Add Parent Portal Account](#)" link.



[Click Here to Add Parent Portal Account - Step 1](#)

4.

5. Type in the required information including a valid email address for the parent/guardian. This is **not** your email address. This email address will allow the parent/guardian to receive communications necessary to finalize the setup of their account access.

Add a Parent Portal Account

Add a new Parent Portal account using the form below. Then edit their profile and authorization settings to enable appropriate access.

* - indicates a required field.

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
E-mail Address *	<input type="text"/>
Verify E-mail Address *	<input type="text"/>

[Click Here to Submit](#)

5.

6. Continue the process by clicking on the blue link of the parent/guardian just added. The Step 2, Step3 and History tabs will be displayed under the Parent/Guardian's name.



[Click Here For Steps 2 and 3 OR to View I](#)

6.

7. **STEP 2:** On Step 2 tab complete the form as follows:

Relationship – required: select **Parent or Legal Guardian** from the drop-down menu

Description – optional: enter a personal note about the parent/guardian (wife, father, etc.)

Start Date – defaults to today's date

Stop Date – defaults to 5 years from now

* - indicates a required field.

Relationship *	Parent or Legal Guardian ▾
Description	Rich
Start Date (MM/DD/YYYY) *	08/04/2017
Stop Date (MM/DD/YYYY) *	01/31/2018

7.

Your information will be automatically saved.

Note: Start/Stop Dates allow you the ability to control the duration your parent/guardian is able to view your information. The Stop Date can be as far into the future as you would like it to be, however, access is deactivated when you are no longer a student at Rollins College.

8. **STEP 3:** Go to the **Step 3** tab and read the instructions. Select the check boxes next to the information you wish for your parent/guardian to be able to view. If you check the top box, all boxes will be checked for you. However, you can also individually select them if you do not wish for all information to be viewed by the parent/guardian. Be sure to click the email authorizations link if you want to email the authorizations you have granted to your parent/guardian.

STEP 2 STEP 3 History

Page Authorization

Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view and/or update these pages when they log in.

Special authorization tab information text dealing with parents.

Copy Authorizations
Select Account

E-mail Authorizations

View Financial Aid Information Check to Select or Deselect ALL items below.

- Financial Aid Messages
- Financial Aid Requirements
- Financial Aid Awards

View General Information Check to Select or Deselect ALL items below.

- View Address
- Course Schedule
- Student Grades

View Payment Information Check to Select or Deselect ALL items below.

- Pay Students Bill
- Display Banking Information
- View 1098-T
- Financial Transcript

9. You have now completed the set up for your parent/guardian to have view access!

PLEASE NOTE: While you are completing the above steps, your parent/guardian will receive an email instructing them on their next steps to finalize their access. Thus, it is important that you complete Steps 1 through 3 in sequence, and all at one time to ensure your parent/guardian doesn't experience any issues with finalizing their access.