

## 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

The screenshot shows a web browser window with the URL <https://myportal.burmanu.ca/students/ParentAccess.asp>. The page header includes the Burman University logo and the user's name, Frederick Flintstone, with Student ID: 605000 and the current term: WI-2016/17. The date is Friday, January 20, 2017. The main content area is titled "Parent Access" and contains the following fields:

- Username: flint
- Password: [masked]
- Allow Access to Grades:
- Submit button

The left sidebar contains a navigation menu with the following items:

- Student Portal
- Home
- Calendar
- Student Directory
- Document Tracking
- Administrative Services** (expanded)
- Course Offering
- Degree Audit Options
- Registration
- My Schedule
- My Ledger
- My Payment Plan
- My Financial Aid
- My Housing
- My Tax Forms
- Parent Access** (selected)
- My Grades

**Screenshot 1.2 (Includes access to financial info AND grades)**

Frederick Flintstone  
Student ID:605000  
Current term: WI-2016/17 (Change)

My Billing Ledger

Term	Date	Description	Debits	Credits	Balance	Ledger/Pending
					Previous Balance:	\$ 0.00
					Current Balance:	\$ 0.00
					Overall Balance:	\$ 0.00

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**Screenshot 1.3 (Includes access to financial info ONLY)**

Frederick Flintstone  
Student ID:605000  
Current term: WI-2016/17 (Change)

My Billing Ledger

Term	Date	Description	Debits	Credits	Balance	Ledger/Pending
					Previous Balance:	\$ 0.00
					Current Balance:	\$ 0.00
					Overall Balance:	\$ 0.00

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