

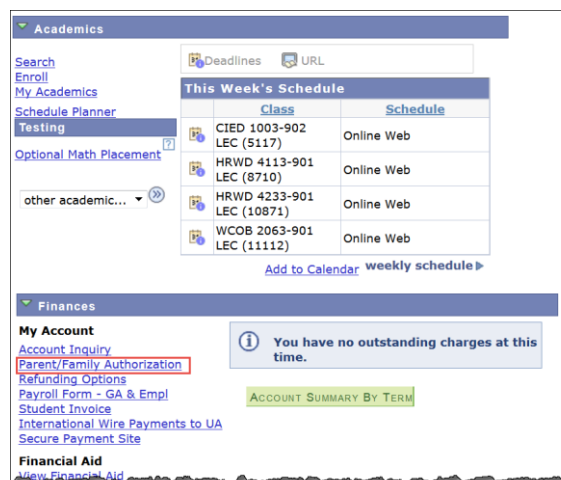
Granting Authorization to Access Your Student Account

The **Parent/Family Authorization** option allows you, the student, to authorize access to certain academic and financial information on your Student Center. This authorization provides access to the designee (a parent or another third-party) to view **Manage Finances, Financial Aid Information, Academic Information, and Directory Information**. *This document also includes information about resetting the authorized user's password and removing a user's access to your accounts.*

Set up the Parent Center

To allow others to access your student academic and financial information, start by opening your Student Center and locating the **Parent/Family Authorization** link in the **Finances** section.

1. Click **Parent/Family Authorization**.



2. This page contains three sections, the permission statement and agreement, important information to remember, and the authorization. Read the permission box and click the check box granting the UofA permission to share your account information.

You may use this page to authorize parents, family members, and other third parties access to your confidential student accounts, student records and directory information. Please authorize with caution and with the intended recipients' knowledge and consent.

A federal law, the Family Educational Rights and Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records.

I grant the University of Arkansas permission to share the educational and financial records selected below with the parties whom I have identified in this registration process. I understand this information will be displayed online so that the third party I have identified may review the records I have authorized to release. I also understand the University does not assume the risk or responsibility for information delivered to an unintended address or email forwarded by the recipient.

I grant the UofA permission to release the educational and financial records selected.



- Review the second section containing important information about your designee's email.

- The email address you enter is the username for your authorized guest receiving Parent/Family access.
*Note: The username is case sensitive, so be aware of how you enter the information.
- The University does not validate the accuracy of or edit any email address you enter as a username.
- You are solely responsible for providing the correct username to your guest.
- The initial password to this account is created automatically. You can reset the password at any time.
- An email with log-in instructions is sent directly to your authorized guest.
- Passwords expire every 120 days. You can reset the password at any time.
- *You can remove this authorization at any time.*
- Parent/Family access information is available at isishelp.uark.edu.

- The third section requires the email address of your designee along with the areas you are allowing access to.

NOTE: When entering the designee's email address, remember that this field is case sensitive and is limited to 30 characters. Access problems will occur if a longer address is used.

- Type and confirm the email address of the person you have designated to view your account in the **Email Address** and **Confirm Email Address** fields. *This will be the login ID for this person.*

You are responsible for notifying your designee of this **unique** UserID.

- Click the checkbox for each area approved to access. You can authorize up to two parties with different areas of access, if desired.

NOTE: If you select the **My Student Account Data** checkbox, this message will appear. Follow the instructions. Click **OK** to close the message.

Message

To enable parents or other authorized users to make payments on your student account:

Click the Secure Payment Site link in your ISIS Student Center in the Finances section to begin the authorization process.

From the eCommerce Payment System page, click help and select Authorized User Login from the menu to see the instructions on how to setup an Authorized User to make payments on your account.

Additional information may be found at isishelp.uark.edu.

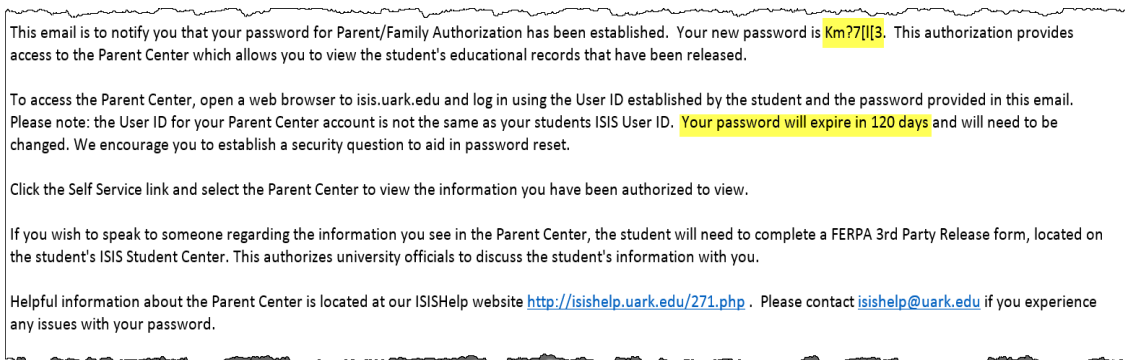
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OK



- Once the authorization is saved, your designee will receive an email from the University containing the temporary password associated with that UserID. Also included is the Parent Center log in instructions. *An example of the email is shown below.*

Your authorized designee now has access to view your educational and financial information on the Parent Center.



Reset the Parent Center Password

If the Parent Center password expires or is forgotten and needs to be reset, *you* are responsible for resetting the password for your designee.

- Click the **Parent/Family Authorization** link on your Student Center.
- Re-check the box granting permission to release the educational records.
- Re-enter and confirm the *original* **Email Address**.
- Click the **Reset Password** button.
- A new email, similar to the original, is then sent to your designee with a new temporary password.

Remove the Authorization

If you have granted more than one authorization, select the one you wish to disable.

- Click the Remove Authorization button.
- The authorization is now removed.

