Parent Center – Granting Access to your Student Information

The Parent/Family Access option allows you to authorize access to certain academic and financial information to a third party to view in the UAConnect Parent Center. This authorization provides access to the designee (a parent or other individual) to view:

- your student account data and payment access
- your financial aid information
- your academic information
- your directory information

Please note: This access is separate from any FERPA access you may have authorized. To allow the university to discuss your education records, please complete a FERPA 3rd party release form.

1. Click the Profile tile on your homepage.
2. On the dropdown menu, click Grant Parent/Family Access.

3. The initial Parent/Family Authorization page includes:
   a. Important information regarding granting access
   b. Steps for setting up an authorization

Read all information carefully. When you are ready to continue click Add an Authorization.
4. The Add New Parent/Family Authorization includes:

a. Your authorization to grant access to the information.
b. The form for entering the email address for the person you are granting access to. This email address will become the individual’s username for the Parent Center.
c. The selection of information that you can authorize to the individual.

5. Click Save when you have completed all sections.
6. A Success notification confirms the new username and access that you authorized has been added.

7. If you authorized access to your Student Account Data, you will have important information with instructions for enabling your authorized user to make payment on your account. Read these instructions carefully and click OK.

8. Your Parent Center Authorization is now complete. You can view the username for each person you authorized, the information they are authorized to view, and the buttons that allow you to Edit, Resend the user's Microsoft Invitation and Remove the individual's access.