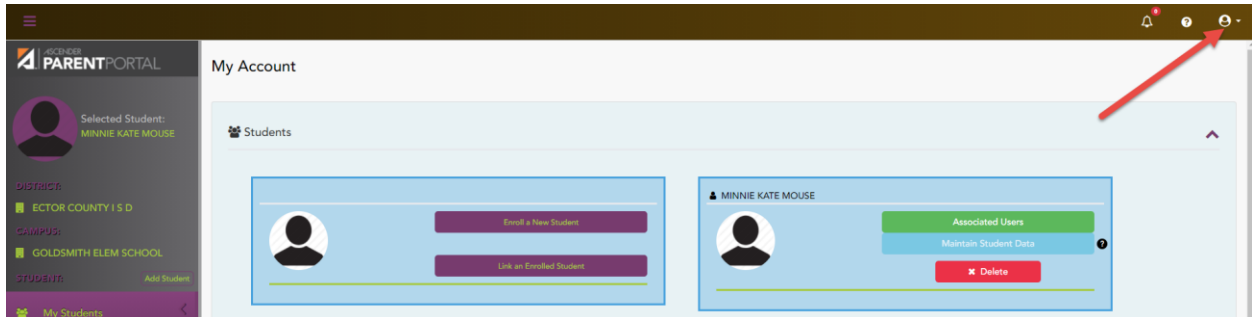
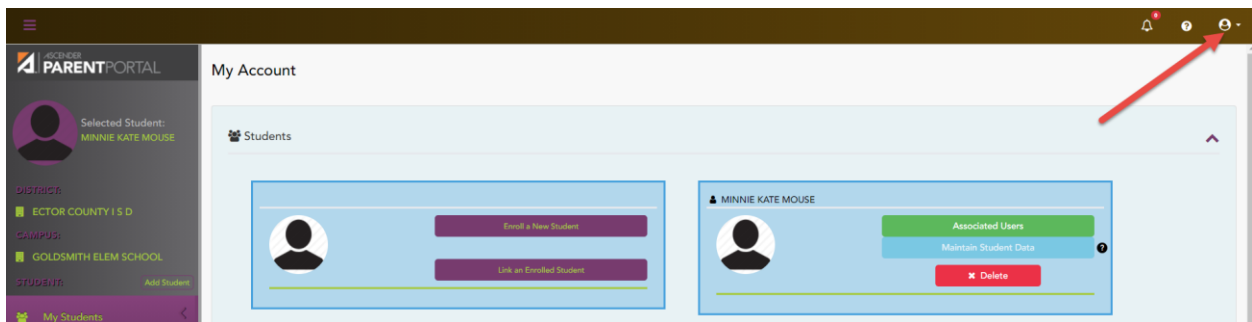


Linking an Enrolled Student

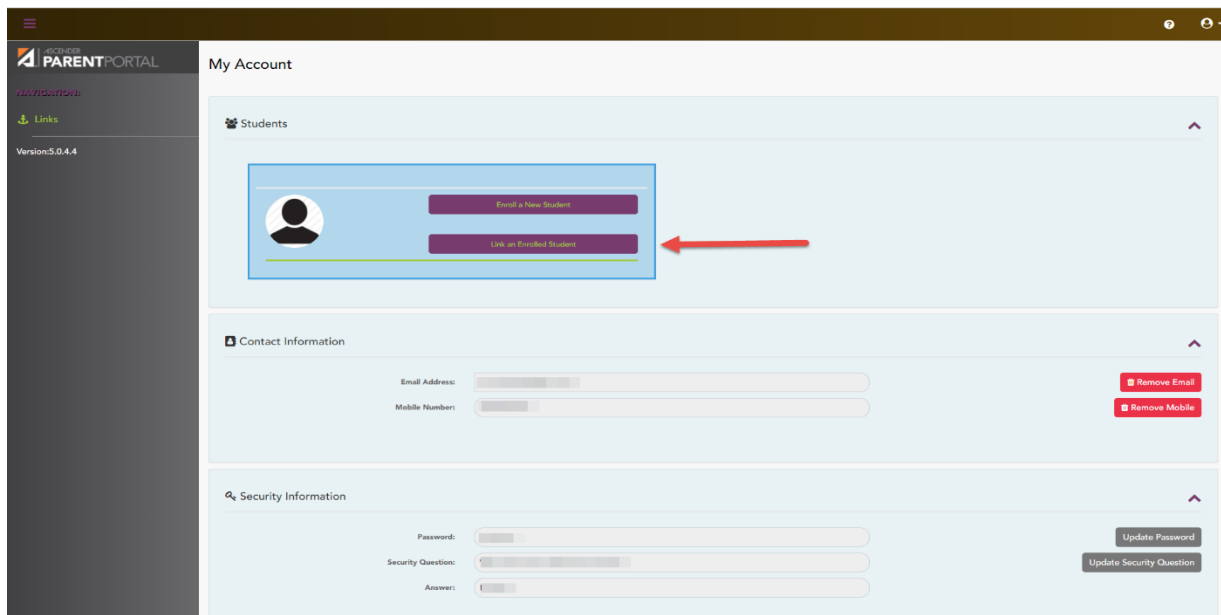
1. Go to the My Account section of your portal account. Located in the top right-hand corner of the portal and click the icon of the person



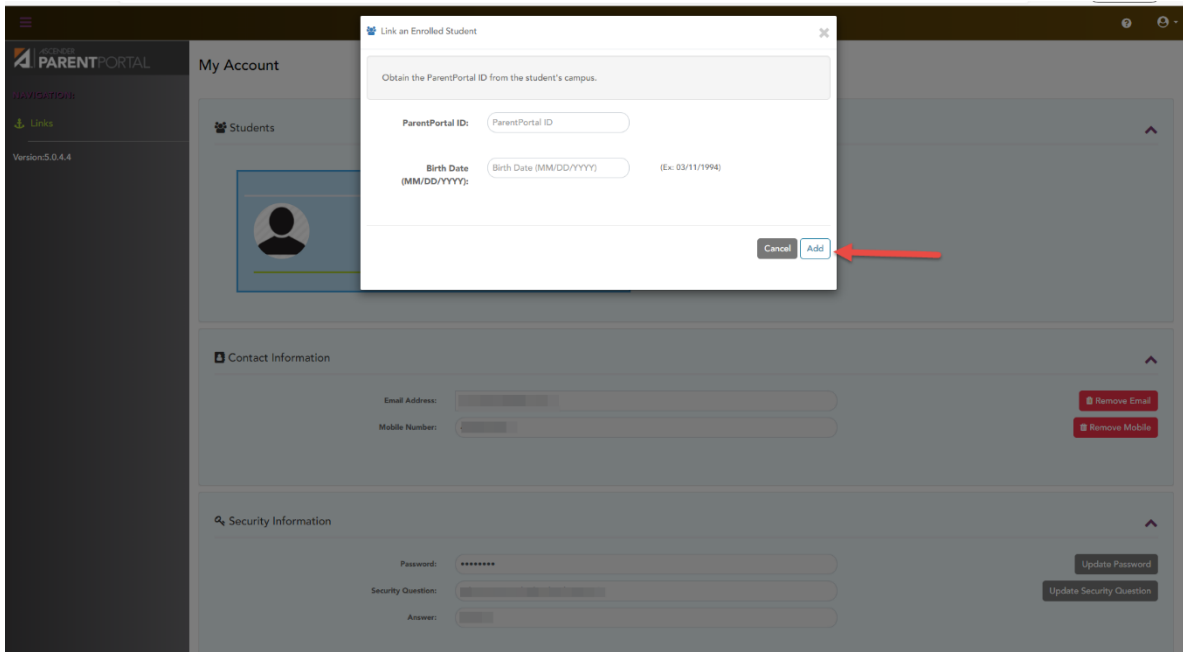
2. In the menu that opens click My Account



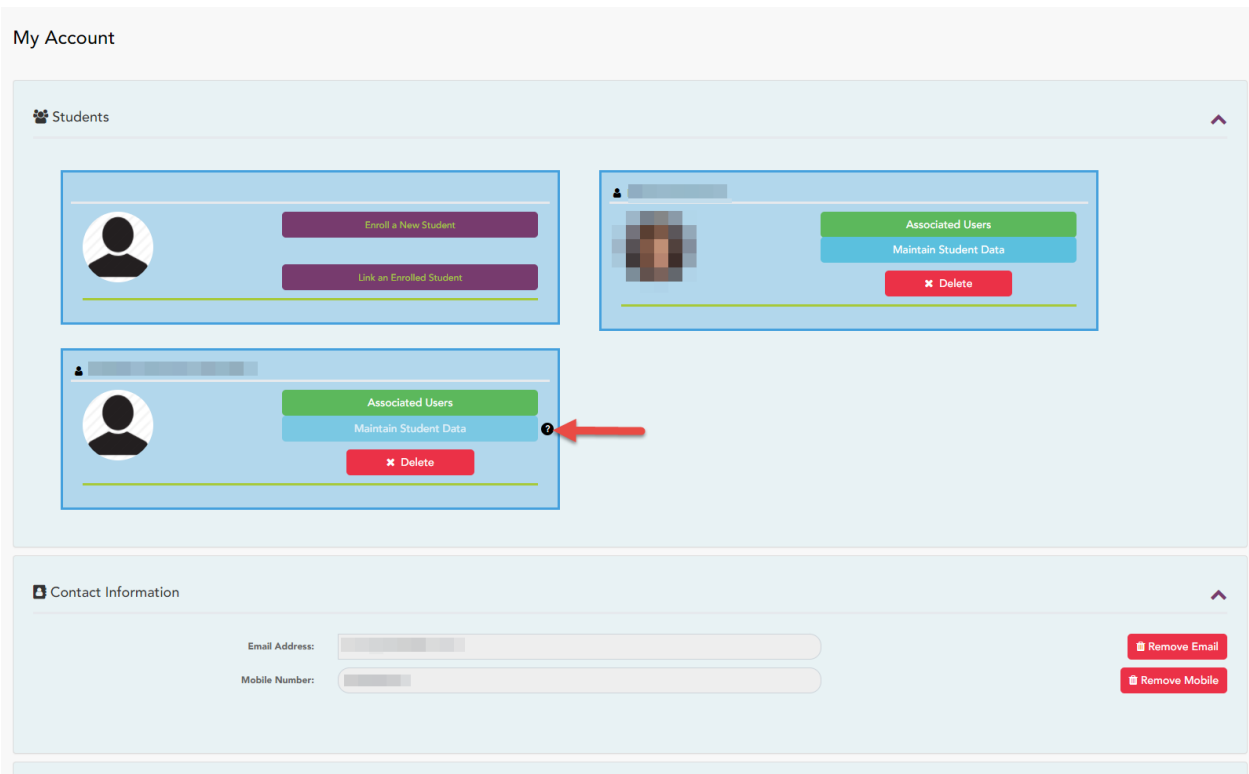
3. In order to link a student to your Parent Portal Account you must first get your students portal ID. This can be obtained from your student's campus. You have to be a parent/guardian to receive the portal id. You must also enter the students date of birth. Click on the Link an Enrolled Student button. A new window will pop up asking for the



portal ID and the DOB. Enter the information and click Add to finishing adding the student.



4. After your student has been added, you will see them in your My Account tab. To add additional students, repeat the steps in step 3. Check to see if you have rights to make



changes to your students' registration. In your My Account screen, look to see if there is a black dot with a question mark in it next to Maintain Student Data under the student's name.

If this black circle is there you don't have rights to the student. This is because the email associated with the Parent Portal account and the email on file are not the same. To fix this contact the students campus and talk to campus personal to get your email added to the account.