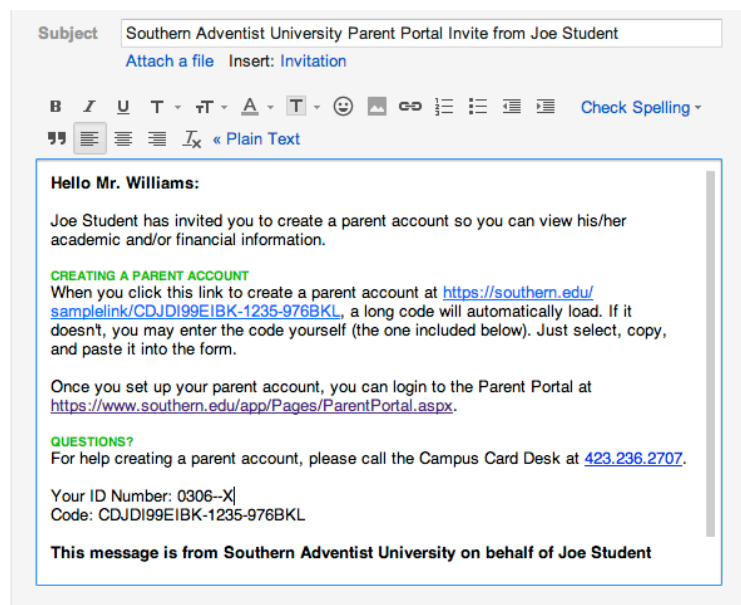## HOW TO CREATE A PARENT ACCOUNT

Parents may view academic and financial information about their students by creating a parent account. Since FERPA laws protect the privacy of education records, students have to grant permission for parents to view their information.

From the MyAccess screen, students set permissions and generate an email containing a code that parents must have to create an account.

Step 1.
Instructions are sent to the parent's email address, which the student provides when granting access. (Students have to initiate the email invitation in order for parents to create a parent account.)

To create your account, simply click the link in the email to go to the login page.

Step 2.
An invitation code automatically appears on the login page.

(If it doesn't, an empty field is provided for you to copy-and-paste the code from the email.)

Step 3.

The system will prompt you for a few pieces of information—like part of your SSN or your birth date. This is so we can identify you and so your student's information always remains secure.

Then enter a password that is at least 8 characters. Enter the new password again.

Select a security question. And click NEXT.

Step 4.

You'll see a message with YOUR info, including your parent ID number. This may be a handy number to note, but it's not required.

Click OK.

Welcome!

And this brings you to the parent portal. We hope you'll find this information helpful, and thank you for visiting the parent portal at Southern.

Need more help?

For additional help, please call the Campus Card Desk at 1.800.SOUTHERN or 423.236.2707.