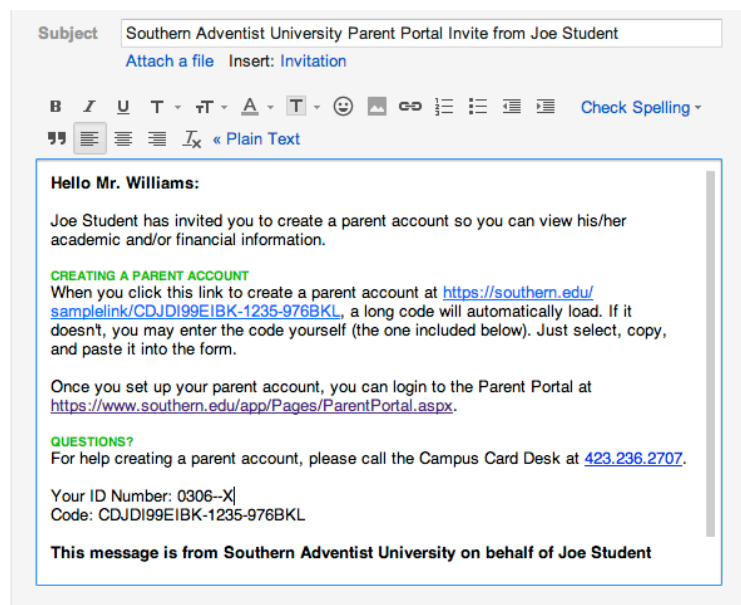


## HOW TO CREATE A PARENT ACCOUNT

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.

A screenshot of a web form titled "ACCOUNT MANAGER" in large blue letters. Below the title, it says "Invitation Code" followed by the code "69D76C7A-94D1-4AFB-874B-E1C3439EB5BD". Then it says "Enter the First 4 Digits of Your Social Security Number" followed by a text input field. Below that, it says "Enter Your Birth Month, Day, and Year" followed by three dropdown menus. At the bottom left, there is a blue "Next" button. At the bottom right, there is a link that says "Can't remember your user name or need other help? Call 1.800.SOUTHERN and ask for extension 2707."

### 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.)

**Enter a New Password** ?

\*\*\*\*\*

**Enter the New Password Again**

\*\*\*\*\*

**Select a Security Question**

- my mother's maiden name
- my favourite cousin
- my first pet
- my first school
- my hobby

**Enter Your Answer to the Security Question**

Next

### 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.

**Completed**

**Name:** Southern Parent

**Username:** name@p@gmail.com

**Id number:** 006560

OK

### 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.

**Parent Portal** Log Out Help ?

**My Information**

Name Pam Jones

Home 123.456.7890

Cell 123.456.7890

Email name@southern.edu

**Home Address** ?

123 Main St

Town, TN USA

**My Students** ?

- Belvedere Jones
- Mark Jones
- Nick Jones

**Resources**

- Southern Now
- Visit Your Student
- Southern Services

**Student Information**

**Belvedere Jones**

Home 123.456.7890

Cell 123.456.7890

Email name@southern.edu

Student ID 0300238

Birthday 9/12

**Home Address**

123 Main St

Town, TN USA

**Local Address**

123 Main St

Town, TN USA

**Grades and Course Schedule**

Major Underwater Basket Weaving

GPA 3.78

Academic Status Dean's List

Select a Semester

Semester: Fall 2011

REL-373-A (F10) A

Christian Ethics MWF 8:30 AM

**Financial**

Statements ?

**Contacts**

- Academic Advisers
- Student Finance Counselor
- Enrollment Counselor
- Residence Hall Dean
- Counseling Center
- International Student Office

### 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.