

# PARENT CONNECT INSTRUCTIONS

## STUDENT – GRANTING ACCESS TO PARENT/GUARDIAN/OTHER

The screenshot displays the MMCConnect web portal interface. At the top left is the MMCConnect logo. At the top right are links for 'LOG OUT' and 'MAIN MENU'. Below the header is a dark blue bar with the text 'CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU'. The main content area is white and contains a warning: 'The following links may display confidential information.' Below this warning are four horizontal menu items: 'Financial Information', 'Financial Aid', 'Communication', and 'Registration'. To the right of these are two more menu items: 'Academic Planning' and 'Academic Profile'. Each menu item has a list of sub-links below it. The 'Academic Profile' menu includes the link 'Grant rights to Parents/Guardian', which is the focus of the instruction.

The following links may display confidential information.

**Financial Information**

- [Bank Information \(U.S.\)](#)
- [Student Account Suite](#)
- [Student Restrictions/Clearances](#)

**Financial Aid**

- [Financial aid status by year](#)
- [Financial aid status by term](#)
- [Financial aid award letter](#)

**Communication**

- [E-mail My Advisor\(s\)](#)

**Registration**

- [Search for Sections](#)
- [Registration Menu](#)
- [Student Restrictions/Clearances](#)

**Academic Planning**

- [Program Evaluation](#)

**Academic Profile**

- [Academic History](#)
- [Test Summary](#)
- [My class schedule](#)
- [My profile](#)
- [Grades](#)
- [Student Restrictions/Clearances](#)
- [Grant rights to Parents/Guardian](#)
- [Add/Update Parent/Guardian/Other](#)

LOG OUT | MAIN MENU

- 1) Click on “Grant Rights to Parent/Guardian” under “Academic Profile” to view if parent, relative, or other is already listed in MMC’s database.

# PARENT CONNECT INSTRUCTIONS

## MMConnect

LOG OUT | MAIN MENU | STUDENTS MENU | HELP

### CURRENT STUDENTS

### Grant Rights to Parent/Guardian/Other

At the post-secondary level, according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and college policy, no inherent rights are given to parents to inspect your education records. Education records can be released to your parents with your written consent, OR by submission of evidence you are declared as a dependent on their most recent Federal Income Tax return.

This web form gives you the opportunity to give written consent to allow your parents access to your education records, without submitting parental tax forms.

By clicking the box next to each person, under the Grant column below, you agree that College personnel may provide financial related information and/or academic related information from your educational record, beyond that considered directory information.

A notation of this approval will be entered on the Student Information System. It will remain on your record and allow us to release information to your parents, even when you are no longer listed as a dependent up on your parents income tax return, or you have graduated or left the College, unless you revoke this permission.

If you do not see any parent/guardian/other information displayed, please use the following link to [ADD PARENT/GUARDIAN/OTHER](#) individuals. A request will be sent to the appropriate personnel for processing.

Grant	Access Level	First	Middle	Last Name	Relationship	Email Address
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Father	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mother	No email address on file

Agree

LOG OUT | MAIN MENU | STUDENTS MENU | HELP

WebAdvisor 3.1  
POWERED BY DATATEL

- 2) If the individual is already listed with a valid email address, the student needs to check the box under 'Grant' if they want them to have access and use the drop down under 'Access Level' to select: Academic, Financial, or Both Academic and Financial (move to step # 7)

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- 3) If the individual they wish to grant access to their account is not listed they must select the link to 'Add Parent/Guardian/Other' on this page or go back to the Student Menu and select the link by the same name

**MMConnect** LOG OUT MAIN MENU STUDENTS MENU HELP

CURRENT STUDENTS

### Add Parent/Guardian/Other

This request will be processed within 72 hours.

PREFIX

FIRST NAME

MIDDLE

LAST NAME

SUFFIX

RELATIONSHIP

EMAIL ADDRESS

HOME PHONE

CELL PHONE

WORK PHONE

RELATIONSHIP: Mother, Father, Step-Mother, Step-Father, Grandmother, Grandfather, Sister, Brother, Companion, Friend

SUBMIT

All fields should be filled in by the Student when adding an individual (email addresses, name, and relationship being the most important – without these fields completed, the request cannot be processed) – all current 'Relationship' options are listed out on the right (additional options should become available soon).

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- 4) Once the information is submitted, within the next 72 hours the student can expect email to their MMC account from the Center for Student Services indicating the new relationship has been and to log into MMC Connect to grant access to that individual (see #2 for granting access).
  
- 5) Once the student grants an individual access for the first time, that individual will receive an email with their log on ID and password to access MMC Connect. The student controls the individual's access level, and may change it at any time. When a student rescinds access, the parent/guardian will receive an email informing them that their access has been revoked by the student.