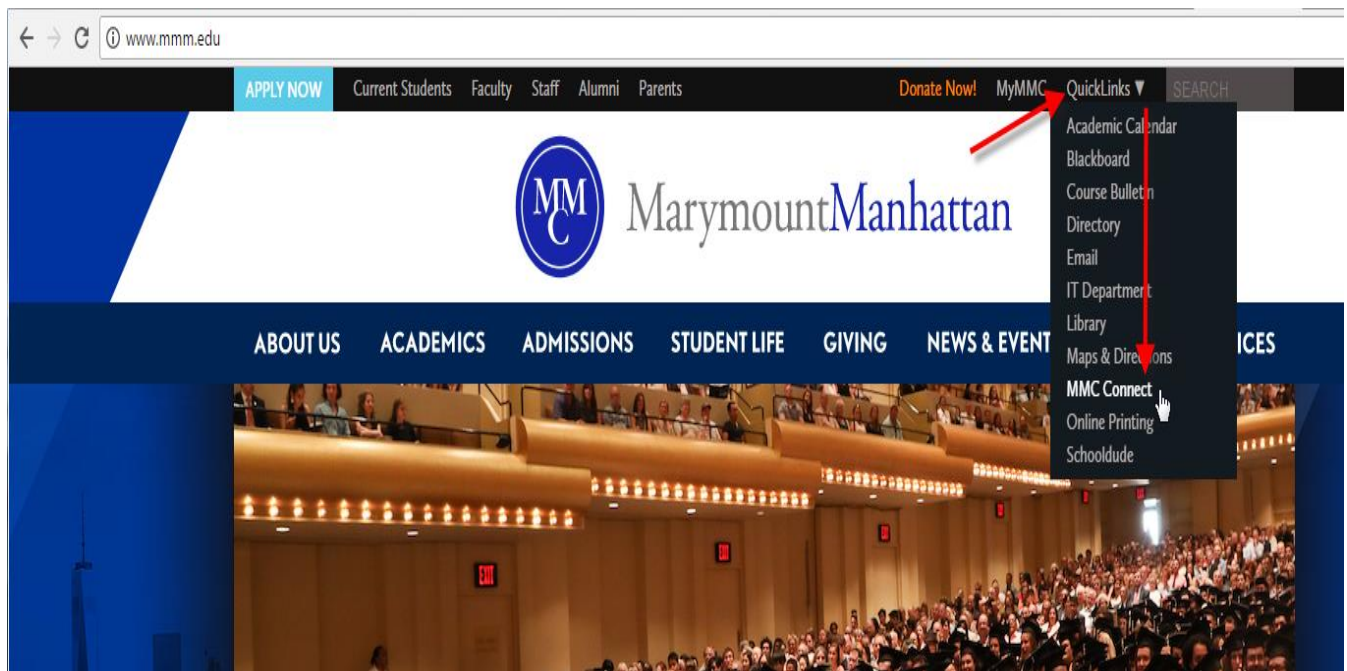




Grant parents access to financial/academic information

The step-by-step instructions for students to update the parent/guardian's contact information and grant the access to their financial/academic information:

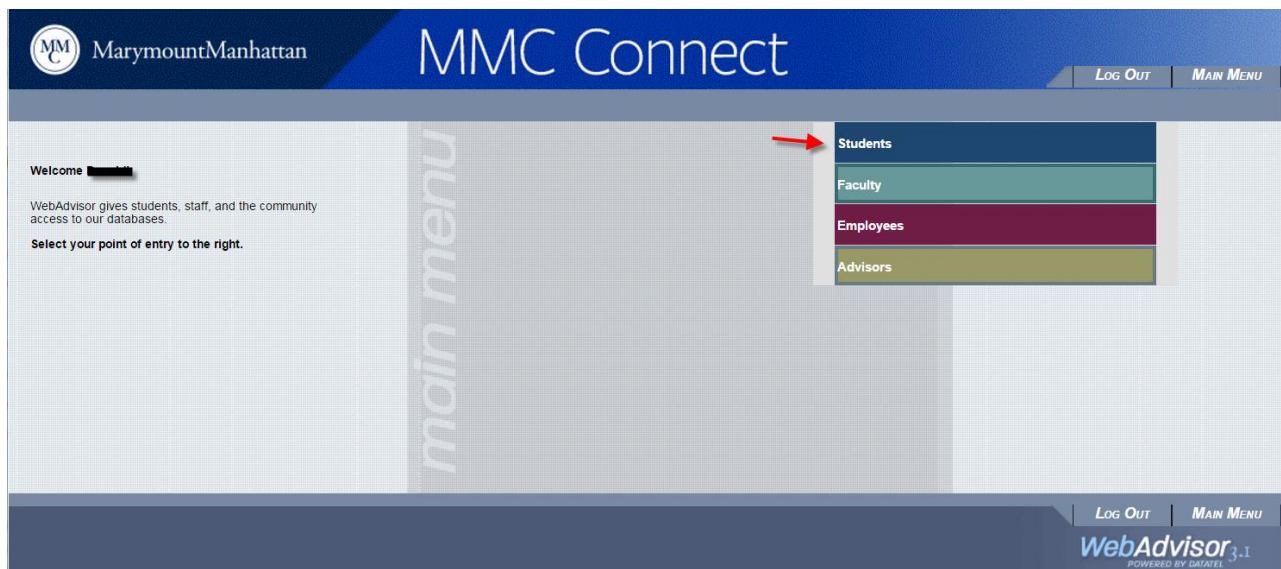
1. Visit <http://www.mmm.edu> and click on MMC Connect (<http://mmconnect.mmm.edu>) under QuickLinks at the top of the menu bar.



2. Click on Log In to log in MMC Connect.



3. Click on STUDENTS



4. Click on the “Add/Update Parent/Guardian/Other” link:

The screenshot displays the MMC Connect WebAdvisor interface. At the top, the MarymountManhattan logo and 'MMC Connect' header are visible, along with navigation links for LOG OUT, MAIN MENU, and STUDENTS MENU. The main content area is titled 'CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU' and includes a welcome message. A disclaimer states: 'The following links may display confidential information.' Below this, several menu categories are listed with their respective links:

- User Account**
 - [Update Mailing Address](#)
 - [Update Local Address](#)
- 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](#)
 - [Financial Aid Shopping Sheet](#)
- Communication**
 - [E-mail My Advisor\(s\)](#)
 - [View Current Cancelled Class](#)
- Registration**
 - [Search for Sections](#)
 - [Registration Menu](#)
 - [Student Restrictions/Clearances](#)
- Academic Planning**
 - [Program Evaluation](#)
 - [Application for Graduation](#)
- Academic Profile**
 - [Academic History](#)
 - [Program Evaluation](#)
 - [Test Summary](#)
 - [My class schedule](#)
 - [My profile](#)
 - [Grades](#)
 - [Student Restrictions/Clearances](#)
 - [Grant rights to Parents/Guardian](#)
 - [Add/Update Parent/Guardian/Other](#)

A red arrow points to the 'Add/Update Parent/Guardian/Other' link in the Academic Profile section. The bottom of the page features a footer with 'WebAdvisor 3.1' and 'POWERED BY DATATEL'.

5. Enter the required information and click the SUBMIT button. Please make sure the spelling of the email address is accurate because you will use this email address to grant the academic/financial access for your parent/guardian when necessary.

The screenshot shows the 'MMC Connect' web interface. At the top, there is a header with the MarymountManhattan logo and the text 'MMC Connect'. Below this is a navigation bar with links for 'LOG OUT', 'MAIN MENU', 'STUDENTS MENU', and 'HELP'. The main content area is titled 'CURRENT STUDENTS' and 'Welcome [Name]!'. The central form is titled 'Add/Update Parent/Guardian/Other' and includes a note: 'This request will be processed within 72 hours.' Below this, a legend states '* = Required'. The form fields are: Prefix (dropdown), First Name* (text), Middle (text), Last Name* (text), Suffix (dropdown), Relationship* (dropdown), Email Address* (text), Home Phone (text), Cell Phone (text), and Work Phone (text). A 'SUBMIT' button is located at the bottom right of the form. The footer of the page includes the 'WebAdvisor 3.1' logo and the text 'POWERED BY DATATEL'.

MMC Connect

LOG OUT MAIN MENU STUDENTS MENU HELP

CURRENT STUDENTS Welcome [Name]!

Add/Update Parent/Guardian/Other

This request will be processed within 72 hours.

* = Required

Prefix

First Name*

Middle

Last Name*

Suffix

Relationship*

Email Address*

Home Phone

Cell Phone

Work Phone

SUBMIT

LOG OUT MAIN MENU STUDENTS MENU HELP

WebAdvisor 3.1
POWERED BY DATATEL

6. Your request will be processed within 72 hours by Center for Student Services after submission.

7. After your submission has been processed, if you need to grant your parent/guardian the access to pay your tuition and/or view your transcript, click on the “Grant rights to Parents/Guardian” link.

The following links may display confidential information.

User Account	Registration
Update Mailing Address Update Local Address	Search for Sections Registration Menu Student Restrictions/Clearances
Financial Information	Academic Planning
Bank Information (U.S.) Student Account Suite Student Restrictions/Clearances	Program Evaluation Application for Graduation
Financial Aid	Academic Profile
Financial aid status by year Financial aid status by term Financial aid award letter Financial Aid Shopping Sheet	Academic History Program Evaluation Test Summary My class schedule My profile Grades Student Restrictions/Clearances Grant rights to Parents/Guardian Add/Update Parent/Guardian/Other
Communication	
E-mail My Advisor(s) View Current Cancelled Class	

LOG OUT | MAIN MENU | STUDENTS MENU

WebAdvisor 3.1
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8. Now each parent/guardian your previously submitted and have been processed should display on the screen. If the name is not shown on the screen after 72 hours after your submission, please contact Center for Student Services. Select the person you need to grant the access, choose the access levels, and click the Agree button. After this, the person you granted the access will receive an email regarding the login credentials to MMC Connect at the email address you provided earlier.

Grant rights to Parents/Guardian

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 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/Update 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 checked="" type="checkbox"/>	Financial Information	[REDACTED]	[REDACTED]	[REDACTED]	Father	[REDACTED]
	Academic Information					
	Financial Information					
	Academic and Financial					

[LOG OUT](#)[MAIN MENU](#)[STUDENTS MENU](#)[HELP](#)

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