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:

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

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

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.

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, some parent rights are given to parents to inspect your education records. Education records can be released to your parents with your written consent, or by authorization of evidence you are declared as a dependent on the 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 aid information and/or academic records information from your educational record, beyond that contained in 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 parent’s income tax return, or you have graduated or left the College, unless you revoke this permission.

If you would like any parent/guardian information displayed, please use the following link to Add/Update Parent/Guardian Info. An approval will be sent to the appropriate personnel for processing.