1) Students should first be directed to ‘Grant Rights to Parents/Guardian’ to see if the parents and other relatives are already listed.
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)

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
4) **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 can not be processed) – all current ‘Relationship’ options are listed out on the right (additional options should become available soon).

5) Once the information is submitted, within the next 72 hours the student can expect an email to their MMC account from the Center for Student Services indicating the new relationship has been added and to log into MMC Connect to grant access to that individual (see #2 for granting access).

6) 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 When a student rescinds access, the parent/guardian will receive an email informing them that their access has been revoked by the student.
Parents Access:

Logging in: go to the MMC Connect link at the bottom of the college’s Main Page (mmm.edu)

a) After logging in, the parent/guardian needs to select ‘Students’

b) then ‘Access For Student’s Info’ should be selected
c) check the student they wish to view and submit. In the event that a parent/guardian has multiple students who have granted them access, they will be given the option to select the different student’s records to select to view:

d) A drop down menu lists all available actions the parent/guardian can now perform
With Academic access, parents can see:

a. Student’s transcripts:
b. Student’s schedules:
c. Student’s profile:
d. Student’s grades:

With Financial access, parents can:

e. See online statements

f. See financial aid
   • Financial Aid by Year
   • Financial Aid by Term
   • Award letter

g. Pay student’s bills online (credit card only):