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.