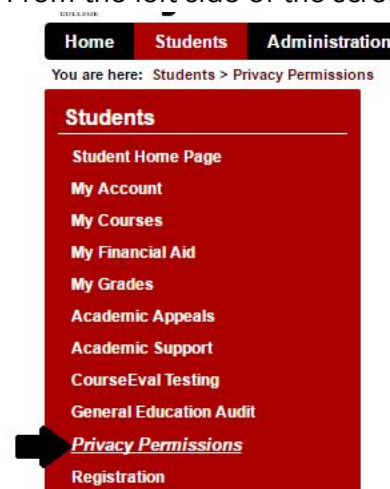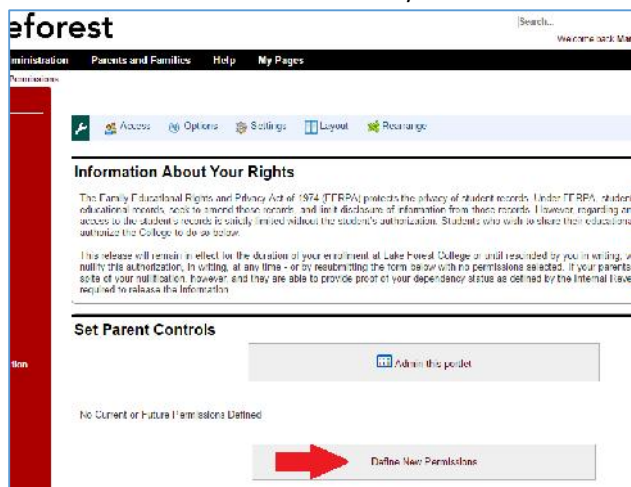# Parent Portal Access: How-To Guide

Log into your my.LakeForest portal and select the 'Students' tab.

From the left side of the screen, select 'Privacy Permissions'

From the middle of the screen, select 'Define New Permissions'

Enter the name and contact information of the person that you want to grant permissions to.
(You can enter permissions for multiple people with each person having his or her own specific access, and permissions can be changed or ended at any time by resubmitting a new form.)

Select the area(s) that the person can view, including these general categories: grades, student account (billing), financial aid, conduct, and residence life.

Permissions can be changed or ended at any time by resubmitting a new form

The start date is automatically populated with today's date.

Confirm the permissions that you have selected and click on "Submit Permissions Form" at the bottom of the screen.