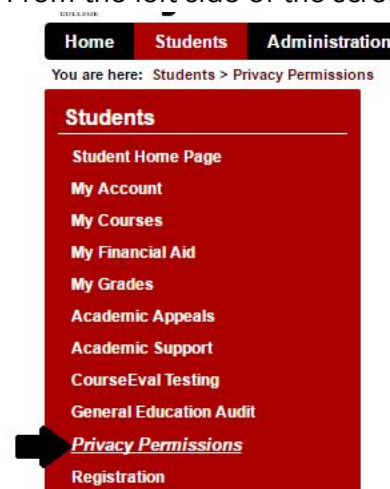


Parent Portal Access: How-To Guide

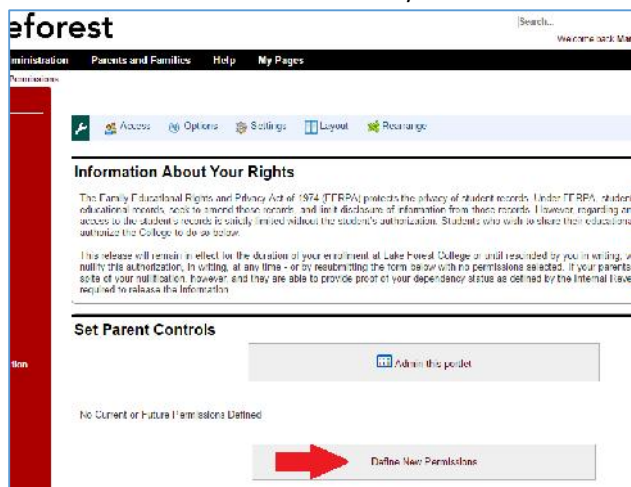
Log into your my.LakeForest portal and select the 'Students' tab.



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.)

The screenshot shows the 'Set Parent Controls' form, specifically 'Section 1: Personal Information'. The form is titled 'Set Privacy Information' and is 'Page 1 of 2'. It contains the following fields:

- 1. First Name: Text input with 'John' entered. *Required, Maximum characters allowed: 15.
- 2. Middle Name: Text input. Maximum characters allowed: 15.
- 3. Last Name: Text input with 'test@example' entered. *Required, Maximum characters allowed: 30.
- 4. Suffix: Dropdown menu with 'Select One' selected.
- 5. E-mail Address: Text input with 'test@example@lafayette.edu' entered. *Required, Format: #@xxx.
- 6. What is this person's relationship to you?: Dropdown menu with 'Father' selected. *Required.
- Address section:
 - 7. Address Line 1: Text input. Maximum characters allowed: 60.

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.

The screenshot shows the 'Set Parent Controls' form, specifically 'Section 2: Permissions Information'. It is 'Page 2 of 2'. The form contains the following fields:

- 1. Permission Start Date: 06/29/2012.
- 2. Permission End Date: (Empty).
- 3. Should this person be granted permissions to view your academic information? This includes: Grades, GPA Projection, Unofficial Transcript. Radio buttons for Yes and No. *Required.
- 4. Should this person be granted permissions to view your Student Account information? This includes your bill and 1098-T tax form that is needed to receive a U.S. tax credit. Radio buttons for Yes and No. *Required.
- 5. Should this person be granted permissions to view your Financial Aid information? This includes all Awarded Aid and required Documents needed to complete your financial aid package. Radio buttons for Yes and No. *Required.
- 6. Should this person be granted permissions to discuss your conduct or disciplinary records with someone in the Office of Student Affairs? Radio buttons for Yes and No. *Required.
- 7. Should this person be granted permission to discuss residence life-related information with someone in the Office of Residence Life? This includes but is not limited to information related to roommate conflicts, billing, damage charges, etc. Radio buttons for Yes and No. *Required.
- 8. Is there anything else we should know about this person? (Text area).

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