

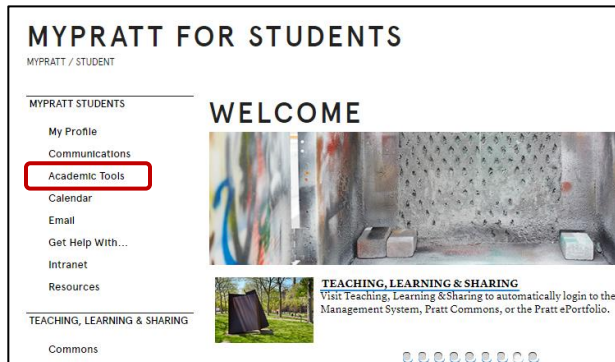
# Parent Module

Students can add a parent or sponsor to their records and also manage (grant or rescind) permission as to who can view their academic and financial information. Through the “Grant Parent Rights” process, students can decide which information they wish to allow family/sponsors to see, or rescind permission for those previously given access. If a family member/sponsor is not listed on the “Grant Parent Rights” form, students can request that the person be added by using the “Request Add of Parent” form on myPratt.

## Granting Parent/Sponsor Rights

To specify which parent/sponsor can view a student’s information, the student will:

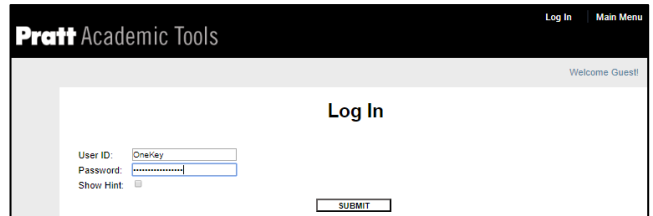
1. Log in to [www.pratt.edu/mypratt](http://www.pratt.edu/mypratt) with your OneKey username and password.
2. Click on the Academic Tools link.



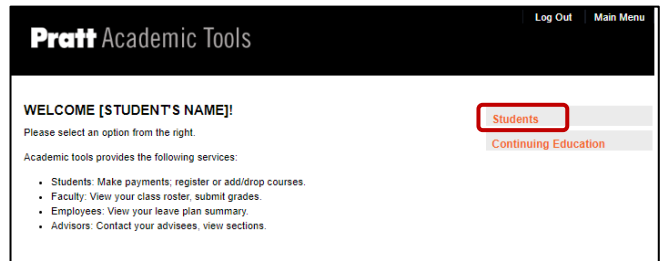
3. Click on the Log In button under Academic Tools.



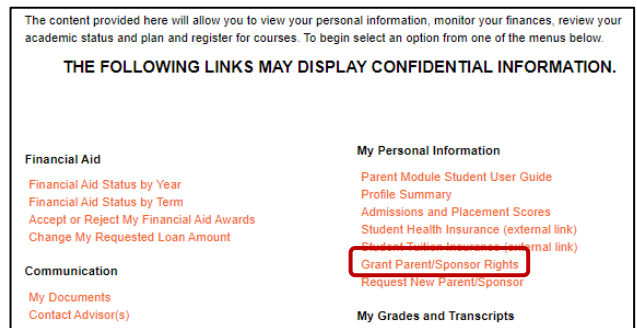
4. The Log In screen to Academic Tools appears. Please wait for the system to automatically log you in.



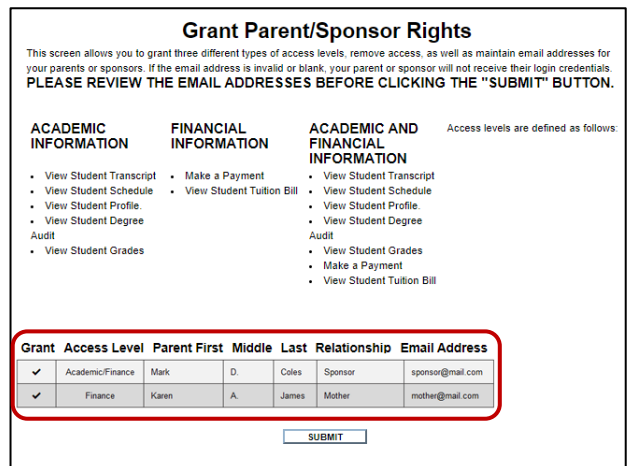
5. The Welcome page will say Welcome “Student’s Name.” Click on the Students menu.



6. Under the “My Personal Information” submenu, click the Grant Parent/Sponsor Rights link.



7. You’ll see the list of relatives/sponsors associated with your account. If you do not see your relative/sponsor listed, go back to the Student page. Under the “My Personal Information” submenu, click on Request New Parent/Sponsor.



Please keep in mind that once access is given or rescinded, the parent is notified at the specified email address. It is the responsibility of the student to ensure this address is accurate. There are three levels of access:

#### Academic Information

Parent will be able to see information regarding the student's academics only. Example: grades, class schedule, transcripts, etc.

#### Financial Information

Parent will be able to see information regarding the student's financial information only. Example: financial aid award letter, view student tuition bill, and make a payment for a student.

#### Academic and Financial

Parent will be able to see both academic and financial information for the student.

- To rescind access, simply uncheck the checkbox in the Grant column.

Grant	Access Level	Parent First	Middle
<input checked="" type="checkbox"/>	Academic and Financial	Mark	
<input checked="" type="checkbox"/>	Academic and Financial	Karen	

- When complete, click the Submit button. This will display a confirmation of any changes made.

Grant	Access Level	Parent First	Middle
N	B	Mark	
Y	B	Karen	

#### "Grant" column

"Y" signifies that access has been granted. "N" signifies that access has not yet been granted, or it has been rescinded.

#### "Access Level" column

"F" signifies that this person has been granted access to financial information only. "A" signifies that this person has been granted access to academic information only. "B" signifies that this person has been granted access to both financial and academic information. If the access level is blank, this person does not have access to anything.

- Click OK to exit the screen and return to the "Students" menu.

## Request New Parent/Sponsor

If a person does not show up on the "Grant Parent Rights" form, the student can request that they be added via the "Request New Parent/Sponsor" form.

- To begin, access the Request New Parent/Sponsor link on the My Personal Information menu located on the "Students" menu in "Academic Tools".
- On this form, enter all pertinent information and a valid email address for the person.

### Request New Parent/Sponsor

Note: This form may not work correctly with the Google Chrome web browser. Please use a different browser such as Firefox, Internet Explorer, or Safari.

The information provided here will be submitted to the appropriate department and added as soon as possible.

\* = Required

Prefix:

Parent First\*:

Middle:

Parent Last\*:

Suffix:

Birth Date\*:

Last 4 of Social:

Relationship\*:

Email Address\*:

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**Address\***

City\*:

State\*:

Zip\*:

Country:

Home Phone:

Cell Phone:

Work Phone:

Is this person an emergency contact?

This form will automatically send an email to the Registrar's Office with all the information entered to be added to your student record.

You will be contacted by the Registrar's Office once the person has been added and your relationship created.

Click Submit once finished to submit your request.

- You will see a confirmation page with the Registrar's Office contact information in the event you would like to check the status of your request.
- Once you are notified by the Registrar's Office, return to "Granting Parent/Sponsor Rights" to grant the newly added person access rights.
- The Parent/Sponsor will be notified via email once they have access rights.