

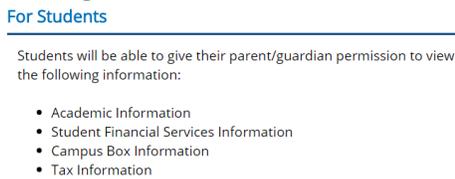


Instructions for Adding Permissions to the Parent Portal

1. Sign into Badgerweb and select the “Parents” Tab.



2. Select “Manage Parent Permissions” link under the “For Students” section.



3. Select the link for “Enter Parent Control Portlet.”

4. Read the Student Disclosure and Release of Information statement. To confirm your agreement, check the box next to “Waive FERPA rights?”

This portlet allows you to provide your parent, guardian, or anyone else with access to certain information. You can also revoke access previously granted. Please read carefully the *Student Disclosure and Release of Information* below. Then, in order to use this portlet, please indicate your understanding and agreement by checking the box following the disclosure and clicking “Submit”. You will need to indicate your agreement each time you wish to use this portlet in a new browser session.

Student Disclosure and Release of Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives eligible students certain rights with respect to their education records. FERPA prohibits the College from releasing specific student education records to anyone other than the student without the student's authorization. Spring Hill College (SHC) utilizes the “Grant Access” functionality within the BadgerNet portal as a FERPA release authorization.

When a student grants access to an individual, the student is also granting SHC permission to share specific student information with that individual. If the student does not want an individual to receive that information, the student must revoke that individual's access.

Students may authorize a parent, guardian, spouse, sponsor or other individual to view their student records and receive FERPA-protected information.

By granting access via this portal, I agree to waive my rights under FERPA (for more information on FERPA click [here](#)) and allow the person(s) named below to receive access to my student records.

Access granted to student records via this portal remains in effect until officially revoked by the student. I understand that I can revoke this access at any time.

Waive FERPA rights?

5. Once you have checked the box, click the “Submit” button.
6. If your parent/guardian’s name is already listed on the page, skip to step number 11.
7. If your parent/guardian’s name is not listed on the page, then you will need add the parent/guardian by selecting the “Add new relationship” link.
8. Fill out the requested contact information for each person you are adding permissions.
9. Click the “Add” button to complete.
10. Once your parent/guardian relationship has been added you will be able to grant each parent/guardian access, or remove access, to specific portals by following the instructions on the page. (A red “X” means that your parent/guardian cannot see that information. A green check mark means that the parent/guardian can see that information.)