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.
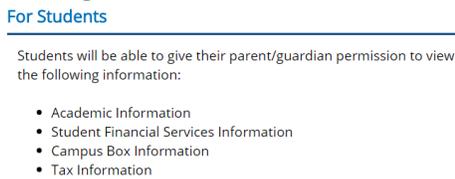
3. Select the link for "Enter Parent Control Portlet."

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

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.)