

How to Grant Parent/Guardian Access

Courses & Enrollment



Holds & To-Do List



No current tasks

Degrees & Advisement



Grades & Transcripts



Student Financials



Personal Information



Forms



UDSIS Help



Navigate to your UDSIS homepage

Click on "Personal Information"

ID

You will be taken to the "Personal Details" page.

Personal Details

Contact Details

Addresses

Emergency Contacts

Privacy Restrictions

Manage Parent/Guardian Access

Honors and Awards

Ethnicity

Demographic Information

Personal Info Help

Personal Details

Date of Birth

Gender

▼ Names



Name

Type

Student Name

Primary



From here, select "Manage Parent/Guardian Access"

Manage Parent/Guardian Access

You will then be brought to this page

You can add up to three (3) parent/guardians

Student:

As a University of Delaware student, you may grant your parent or guardian permission to access components of your UD student record. Components that you may specify include the following:

- You may grant up to three (3) parents/guardians access to **My Finances**. The **My Finances** check box grants a parent or guardian access to billing, payment, financial aid, and 1098T tax information. After you grant access, your parent or guardian can make online payments. If you have questions about **My Finances**, visit [Student Financial Services Help](#).
- The Housing Information check box grants a parent or guardian access to your housing assignment, and to receive emails when you sign the housing contract, when the housing contract becomes binding, or when other housing information is deemed beneficial to communicate to parents or guardians.
- All other check boxes allow a parent or guardian to see portions of what you see in UDSIS. For any questions regarding these areas, contact askit@udel.edu.

The information about you that is contained in UDSIS is part of your University of Delaware education record and is subject to protection under the **Family Educational Rights and Privacy Act (FERPA)**. (More information is available at www.udel.edu/FERPApolicy.) By granting access to your parent or guardian, you agree to allow the University to disclose some of your FERPA-protected information to the individuals you have identified on this form.

My parents/guardians

The following individuals have completed the registration process. They now have access to the information you specified. Please direct them to www.udel.edu/parentservices to view the information you have chosen to share with them.

You can change individuals' access to information at any time by checking or unchecking the appropriate box. Use the **Revoke** button to completely remove your association with the individual.

Name (email)	My Finances	Schedule	Final grades	Final exam schedule	Honors & Awards	Housing Information	Dining & Flex	Action
Parent Name (parent email)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Revoke access"/>
Parent Name (parent email)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Revoke access"/> <input type="button" value="Password reset"/>

You can revoke access or reset passwords under the "Action" column

Those you have already added will appear in this section. Here you can change individuals access to information

Scroll down to find the “Invite a parent/guardian” section

Invite a parent/guardian

Follow the instructions below to send an email invitation. Check with your parent or guardian about what email address he or she would like to use for this service. Recipients have 30 days to respond and complete the registration process.

To send an email invitation:

Those you invite will receive an email with instructions on accessing student account information

- Enter parent or guardian email address.
- Specify his or her relationship to you.
- Check only the items you want them to be able to access.
- Click **Send invitation**.

Fill in parent/guardian information in the first three fields

Parent/Guardian email:

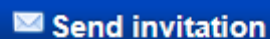
Parent/Guardian name:

Relationship:

- Choose access:
- My Finances *i*
 - Schedule
 - Final grades
 - Final exam schedule
 - Honors & Awards *i*
 - Housing Information *i*
 - Dining & Flex

Select what you'd like your parent/guardian to have access to on your student account

When complete, select the “Send invitation” button to complete the process

 Send invitation

Your parent/guardian will receive an email with access information from consult@udel.edu. Make sure to check your spam folders if you don't receive a message.