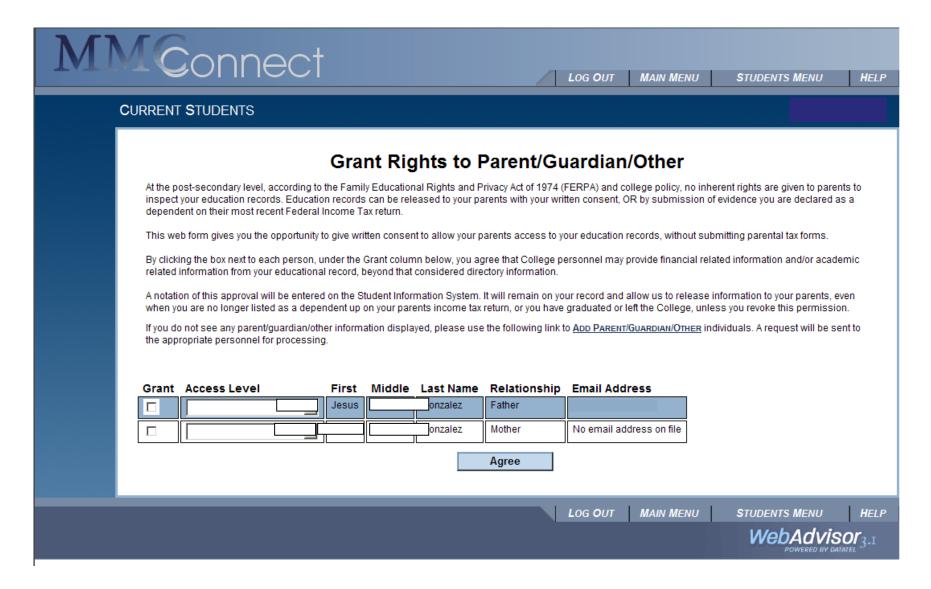
I. STUDENT – GRANTING ACCESS TO PARENT/GUARDIAN/OTHER

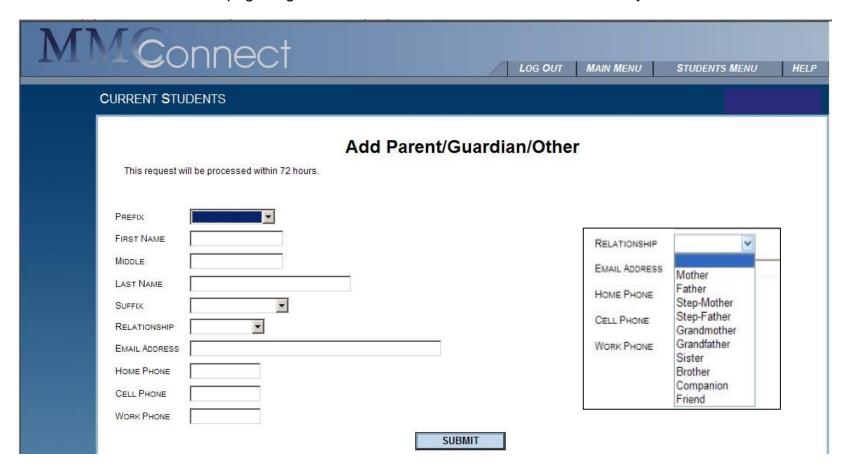


1) Click on "Grant Rights to Parent/Guardian" under "Academic Profile" to view if parent, relative, or other is already listed in MMC's database.



2) If the individual is already listed with <u>a valid email address</u>, the student needs to check the box under 'Grant' if they want them to have access and use the drop down under 'Access Level' to select: Academic, Financial, or Both Academic and Financial. (Go directly to step # 5)

3) If the individual they wish to grant access to their account is not listed they must select the link to 'Add Parent/Guardian/Other' on this page or go back to the Student Menu and select the link by the same name



<u>All</u> fields should be filled in by the Student when adding an individual (email addresses, name, and relationship being the most important – without these fields completed, the request cannot be processed) – all current 'Relationship' options are listed out on the right (additional options should become available soon).

- 4) Once the information is submitted, within the next 72 hours the student can expect email to their MMC account from the Center for Student Services indicating the new relationship has been and to log into MMC Connect to grant access to that individual (see #2 for granting access).
- 5) Once the student grants an individual access for the first time, that individual will receive an email with their log on ID and password to access MMC Connect. The student controls the individual's access level, and may change it at any time. When a student rescinds access, the parent/guardian will receive an email informing them that their access has been revoked by the student.

II. PARENT/GUARDIAN or OTHER ACCESS:

A) Go to MMC main webpage: (www.mmm.edu)

B) On the top of the page, click on "Parents"



C) Click on MMC Connect



MMC encourages parents, guardians of students, family members, alumni and other friends to become involved in the life of the College. Learn more about getting involved here.

Academics

- Advisement
- Calendar
- Course Bulletin
- Support & Tutoring
- Disability Services
- Student Records
 (MMC Connect) –
 Permission to Access

School Spirit

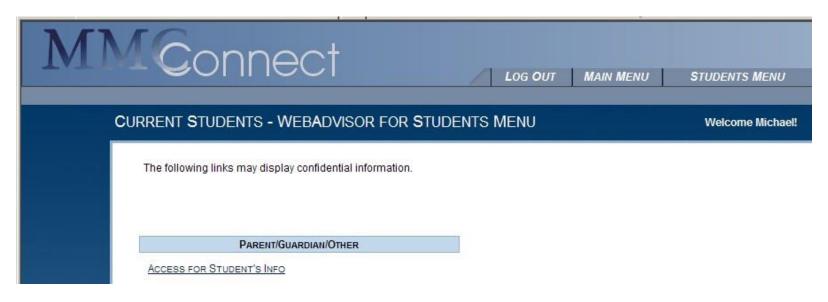
- Griffin Gear (School Store)
- Get Involved
- MMC Publications
- Support MMC

Health & Safety

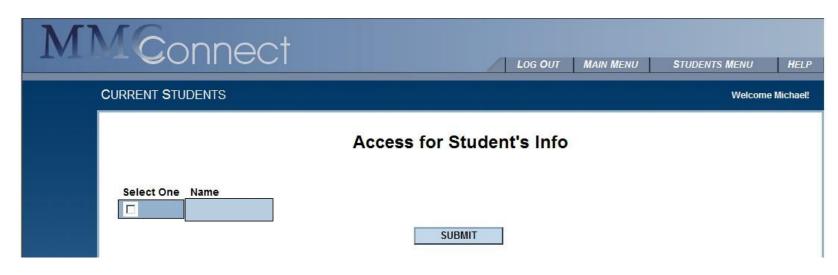
D) Click on Log In



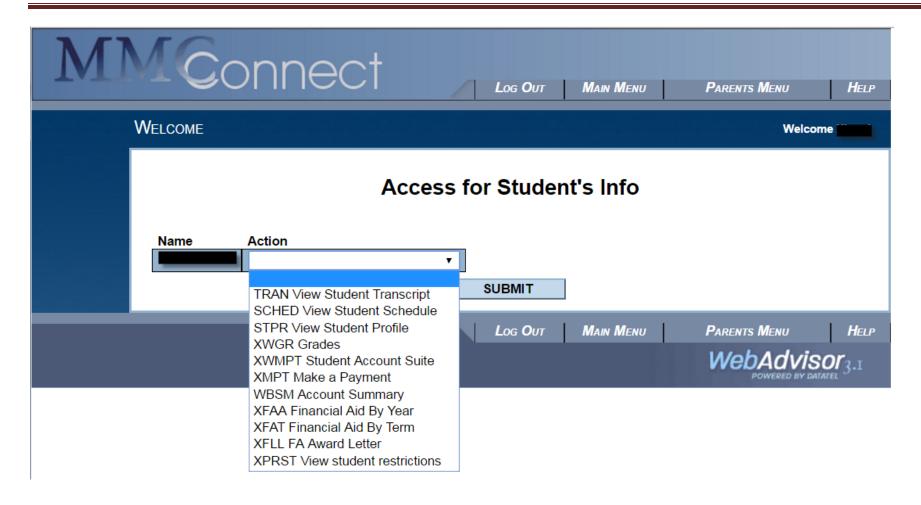
E) After logging in, select 'Students'



F) Select "Access for Student's Info"



| that have granted them access, they will be given the option to select the different students records to select to view. |
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H) A drop down menu will list all the available options the parent/guardian can now perform

With Academic Access, parents/guardians/other can view:

- a. Student's transcripts
- b. Student's schedules
- c. Student's profile
- d. Student's grades
- e. Student's restrictions(only accessible if granted both academic and financial access)

With Financial Access, parents/guardians/other can view:

- a. Information on accessing the Student Account Suite site for Make a Payment/ Account Summary options*
- b. Student's Financial Aid by Year
- c. Student's Financial Aid by Term
- c. Student's Financial Aid Award letter
- d. Student's restrictions(only accessible if granted both academic and financial access)

^{*}To access student accounts/payment information, make sure the student has done the following <u>additional</u> steps to authorize parent/guardian/other third-party access:

- To grant Authorized User access the student should:
 - o Log onto MMC Connect
 - o Under the Financial Information area, select Student Account Suite
 - o Click View Account/Make Payment
 - Select the Authorized User tab
 - o Follow the on-screen instructions
- An email will be sent to the Authorized User with their login credentials