

# Granting a parent/guardian permission to view your student record and/or pay bill

**\*Please note – You must have the social security number of the person you are granting access to**

**Step 1** – Log in to Tiger Connect and click on the “Student” tab, then click on “Parent Permission” and scroll down to click on “Define New FERPA Permissions” at the bottom of the page

The screenshot shows the Tiger Connect website interface. At the top, there is a navigation bar with links for Home, Campus Life, Admissions, Future Student, and Student. The 'Student' link is circled in red. Below the navigation bar, a breadcrumb trail reads 'You are here: Student > Parent Permission'. The main content area is titled 'Parent Permission'. On the left side, there is a sidebar menu with various student services. The 'Parent Permission' link in this menu is circled in red. A red arrow points from the 'Student' tab in the navigation bar to the 'Parent Permission' link in the sidebar. Below the arrow, text reads: 'Scroll down to bottom & click on "Define New FERPA Permissions"'. The main content area includes a section titled 'What is FERPA?' and a section titled 'Set FERPA Permissions'.

**Step 2** – When the Introduction page comes up click on the “Next Page” link on the right side of the gray shaded area, then enter your parent/guardian information (Section 1). Make sure each field denoted as “\*Required” is filled. When you’ve finished filling out the page, click on the “Next Page” link located in the gray shaded area at the bottom right of the page

**Step 3** – Continue filling out the “FERPA Permissions” (Section 2), then click on the “Next Page” link on the right side of the gray shaded area. When the next page comes up take a moment to review the information you’re about to submit, and if all is correct enter your email address at the bottom left of the page if you’d like to receive a confirmation email.

**Step 4** - Click on the “Submit Permissions Form” button at the bottom of the page, and you’ll receive a confirmation on the screen.