

## How to Grant Access to Parent Portal

Student Links

<u>My Personal Info</u>
<u>Change my Pathway</u>
<u>View my Textbooks</u>
<u>Enrollment Verification</u>

Request Holmes Transcript
 Withdrawal Request
 Virtual Orientation

:

- 1. Log into the **MyHolmes** portal.
- 2. Click on My Personal Info on the Student Links card.
- 3. The *My Profile* page will be displayed.



- 4. Click on Proxy Management.
- 5. Please acknowledge what you are agreeing to concerning FERPA.

Pro	↔ Add New
(1)	Under the Family Educational Rights and Privacy Act of 1974 (FERPA), a student's education records are considered confidential. Absent certain exceptions, your education records may not be released to a third party, including a parent/guardian, without your consent. By clicking the "+Add New" link above and entering the name and email of your parent/guardian, you are authorizing Holmes Community College to grant access to your education records to the designated individual(s) through the College's Parent Portal online system. This authorization includes, but is not limited to, the following information: class schedules, grades, attendance, accounts receivable information and transcripts. This authorization will remain in effect for one year or until you revoke it by deleting a parent/guardian from the College's Parent Portal online system.

6. Click on +Add New.

7. Complete the **Profile** (*Required*) section and the **Authorizations** (*Required*) section for your parent on the *Proxy Information* page. **Note:** The *Additional Information* section is optional.

Profile (Required)			
First Name			
ParentFirstName			
Last Name			
ParentLastName			
E-Mail			
valid email address			
Verify E-Mail			
valid email address			
Relationship			
Parent or Legal Guardian		~	
Start Date		Stop Date	
10/18/2023 Additional Information		10/17/2024	
10/18/2023 Additional Information Description Description		10/17/2024	
10/18/2023 Additional Information Description Passphrase		10/17/2024	
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10/18/2023         Additional Information         Description         Description         Passphrase         Passphrase         Authorizations (Required) (i)         Image: Select All         Image: Account Summary         Image: Student Profile (Transcript, Attendance)		10/17/2024	
10/18/2023         Additional Information         Description         Description         Passphrase         Passphrase         Authorizations (Required) (i)         Image: Select All         Image: Account Summary         Image: Student Profile (Transcript, Attendance)         Image: Award Package	)	10/17/2024 Copy Authorizations ① Select a Person	
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10/18/2023         Additional Information         Description         Description         Passphrase         Passphrase         Authorizations (Required) (i)		10/17/2024	

## Note:

- Must include an email address for your parent.
- A series of emails will be sent to your parent (proxy) in order for them to log in and establish a permanent password.
- Once the password is established, your parent (proxy) will have access through the <u>Parent</u> <u>Portal Login</u>.
- Please direct your parent to the following webpage for information: Parents & Families.

Note: When done, be sure you close (X) the page, log out of My Holmes, and close the browser.