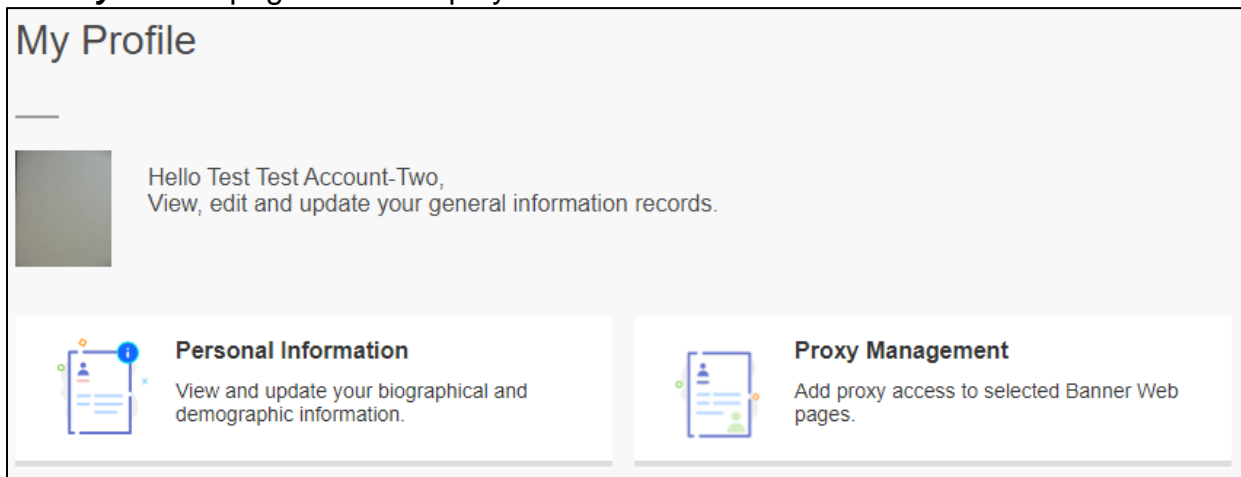
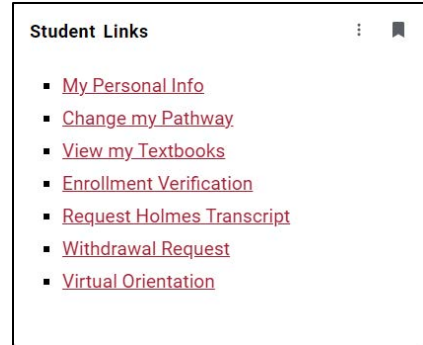
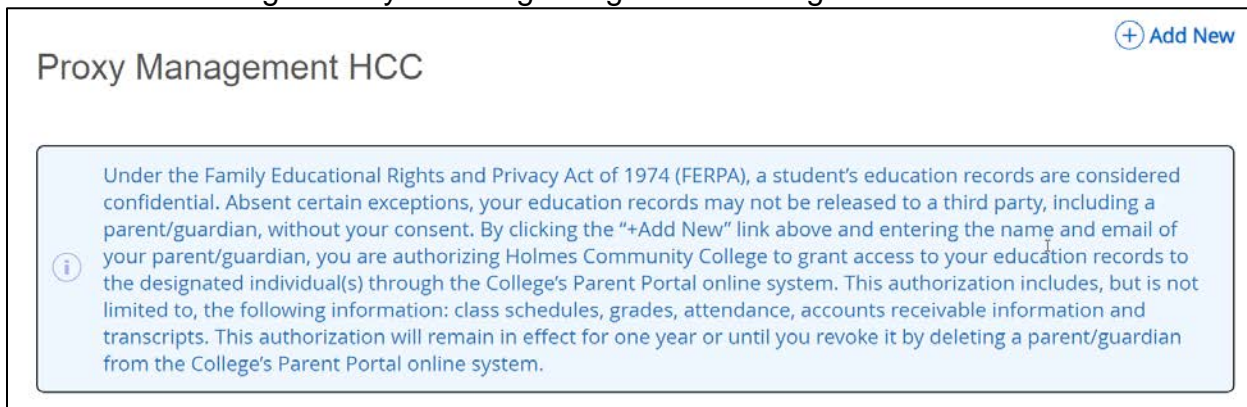


## How to Grant Access to Parent Portal

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.



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.

### Proxy Information ⓘ

**Profile (Required)**

First Name

Last Name

E-Mail

Verify E-Mail

Relationship ⓘ

Start Date

Stop Date

**Additional Information**

Description

Passphrase

**Authorizations (Required)** ⓘ

Select All Copy Authorizations ⓘ

Account Summary  
 Student Profile (Transcript, Attendance)  
 Award Package  
 Award History  
 Student Holds  
 Student Grades (Current Term)  
 Tax Notification 1098T

**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 [Parent Portal Login](#).
- 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.