

***Student User Guide***

***Parent Module***

*Pratt Institute*

Prepared by Ferrilli Information Group

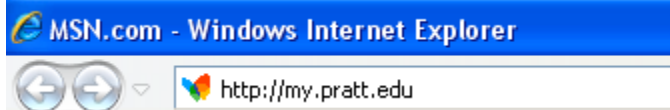
As of 1/13/2010

Students can now add relatives to their records. Students can also manage (grant or rescind) permission for these relatives to view their academic and financial information. Through the “Grant Parent Rights” process students can decide which information they wish to allow family members to see or even rescind previously given access. If a parent or family member is not listed on the “Grant Parent Rights” form, students can request that this person be added by using the “Request Add of Parent” form.

## I. Granting Parent/Sponsor Rights

This process allows the student to specify which parent (or relative) can view their information via Academic Tools.

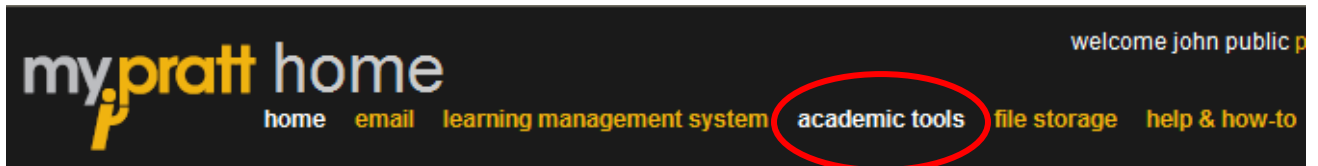
1. To begin this process, access <http://my.pratt.edu> from an internet browser.



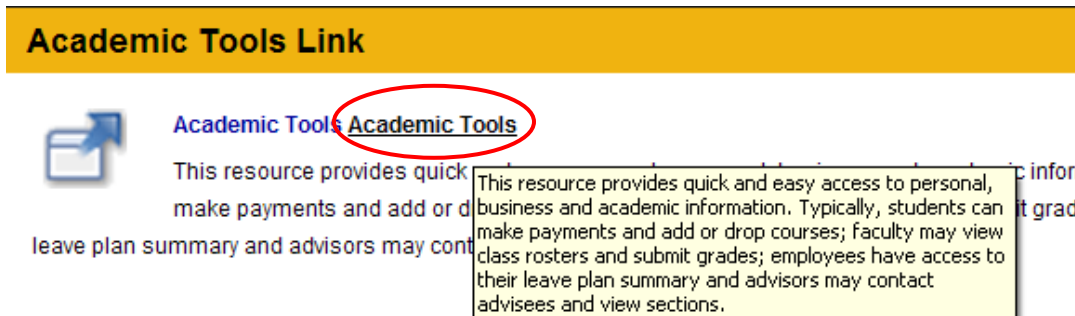
2. Log in using your OneKey credentials.



3. Click the Academic Tools tab.



4. Click the Academic Tools Link.



5. Click the Students Tab.



6. On the “My Personal Information” submenu, click the “Grant Parent Rights” option.



7. Here you will see the list of relatives associated with your account along with their email addresses. If you do not see your relative listed, refer to part II of this document and submit a request to add your parent (or relative). To give access to any of the listed relatives, simply click the checkbox in the “Grant” column and choose an Access Level from the drop down menu.
  - a. Please keep in mind that once access is given or rescinded, the parent is notified at the specified email address. It is the responsibility of the student to ensure this address is accurate.
  - b. There are 3 levels of access:
    - i. Academic Information – parent will be able to see the information regarding student’s academics only. Example: class schedule, transcripts etc.
    - ii. Financial Information – parent will be able to see the information regarding student’s financial info only. Example: view student tuition bill, and make a payment for a student.
    - iii. Academic and Financial – parent will be able to see both academic and financial information for the student.
8. To rescind access simply uncheck the checkbox in the “Grant” column.

### Grant Parent/Sponsor Rights

Access levels are defined as follows:

<p><b>Academic Information</b></p> <ul style="list-style-type: none"> <li>• View Student Transcript</li> <li>• View Student Schedule</li> <li>• View Student Profile.</li> <li>• View Student Degree Audit</li> <li>• View Student Grades</li> </ul>	<p><b>Financial Information</b></p> <ul style="list-style-type: none"> <li>• Make a Payment</li> <li>• View Student Tuition Bill</li> </ul>	<p><b>Academic and Financial Information</b></p> <ul style="list-style-type: none"> <li>• View Student Transcript</li> <li>• View Student Schedule</li> <li>• View Student Profile.</li> <li>• View Student Degree Audit</li> <li>• View Student Grades</li> <li>• Make a Payment</li> <li>• View Student Tuition Bill</li> </ul>
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Grant	Access Level	Parent First	Middle	Last	Relationship	Email Address
<input checked="" type="checkbox"/>	Academic and Financial ▼	Jill		Public	Parent	jpublic2@pratt.edu

9. Once you are finished you can click the submit button. This will display a confirmation of any changes you have made.
  - a. In the “Grant” column:
    - i. “Y” signifies that access has been granted
    - ii. “N” signifies that access has not yet been granted or it has been rescinded.
  - b. In the “Access Level” column:
    - i. “F” signifies that this person has been granted access to Financial Information only
    - ii. “A” signifies that this person has been granted access to Academic Information only
    - iii. “B” signifies that this person has been granted access to both Financial and Academic Information.
    - iv. If the access level is blank, this person does not have access to anything.
  - c. Click OK to exit the screen and return to the students menu.

## Grant Parent/Sponsor Rights Confirmation

Please Note: Access Level codes are equivalent to the following:

A - Academic Information

F - Financial Information

B - Both Academic and Financial Information

The following changes have been made:

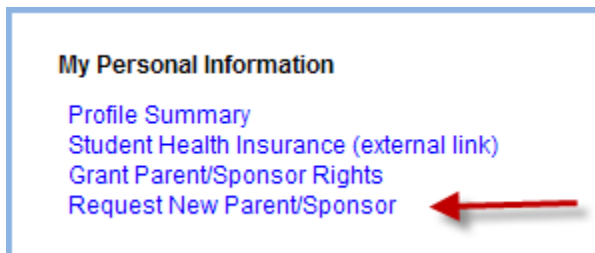
Grant	Access Level	Parent First	Middle	Last	Relationship	Email Address
Y	A	Jill		Public	Parent	jpublic2@pratt.edu

OK

## II. Request New Parent/Sponsor

If your relative did not show on the “Grant Parent Rights” form, you can request that they be added via the “Request Add of Parent” form.

1. To begin, access the “Request Add of Parent” option on the “My Personal Information” located on the Students menu in Academic Tools.



2. On this form, enter all pertinent information and a valid email address for your relative.
  - a. This form will automatically send an email to Pratt Institute’s Registrar’s Office with all the information entered to be added to your student record.
  - b. You will be contacted by the Registrar’s office once the relative has been added and your relationship created.
  - c. Click “submit” once finished to submit your request.

## Request New Parent/Sponsor

The information provided here will be submitted to the appropriate department and added as soon as possible.

\* = Required

Prefix	<input type="text"/>
Parent First*	<input type="text"/>
Middle	<input type="text"/>
Parent Last*	<input type="text"/>
Suffix	<input type="text"/>
Birth Date*	<input type="text"/>
Last 4 of Social	<input type="text"/>
Relationship*	<input type="text"/>
Email Address*	<input type="text"/>

### Address\*

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
City*	<input type="text"/>
State*	<input type="text"/>
Zip*	<input type="text"/>
Country	<input type="text"/>
Home Phone	<input type="text"/>
Cell Phone	<input type="text"/>
Work Phone	<input type="text"/>
Is this person an emergency contact?	<input type="checkbox"/>

SUBMIT

- You will see a confirmation page with the Registrar's Office contact information in the event you would like to check the status of your request.

## Request New Parent/Sponsor Confirmation

Your request has been submitted  
For the status of your request please contact the Registrar's office @ 718-636-3663 or reg@pratt.edu.

OK

- Once you are notified by the Registrar's Office, return to part I of this document to grant the newly added relative access rights.