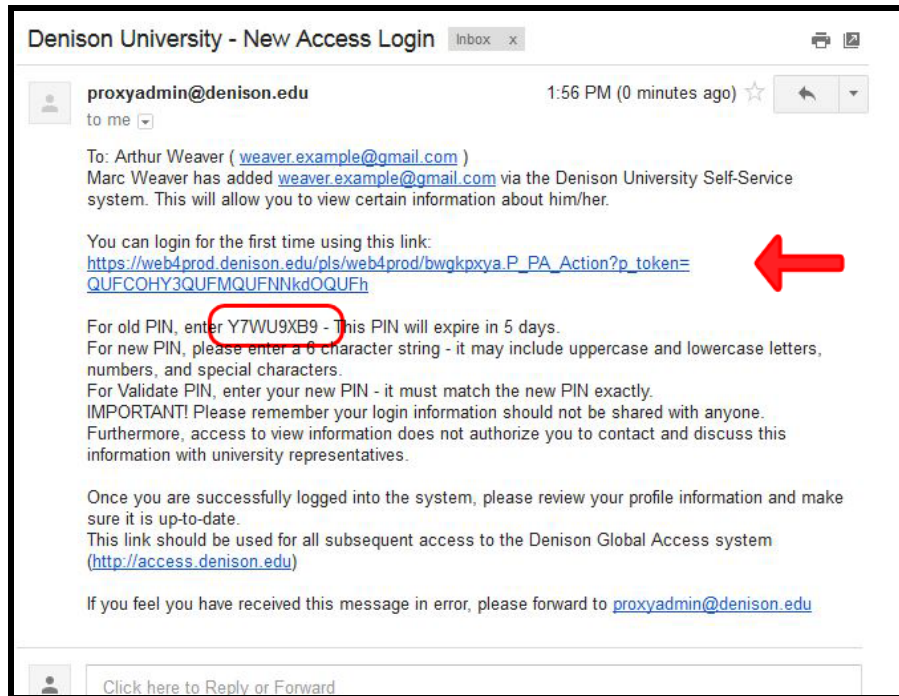


## For the Parent: How to Access Your Student's Information

1. Once your student grants you permission, you will receive an email confirmation with login and access information. Follow the instructions in the email to login to Self Service and set your new PIN. You will be given an old PIN that you'll need to type in as you setup your account and login.



2. Type in your email address, the old PIN from your confirmation email, and create a new 6-character PIN. This new PIN, alongside your email address, will be what you use for future logins.

The screenshot shows a web form with the following instructions: 'In the Enter Old PIN field, enter the PIN assigned in the PIN Reset email that you were sent', 'Enter your new PIN twice. A PIN can be a number, password or passphrase. For higher security numbers.', 'Invalid e-mail or Old PIN. Please retype.', '\* - indicates a required field.', and 'Minimum PIN length: 6.'. The form has four input fields: 'Enter e-mail address\*' with the value 'weaver.example@gmail.com', 'Enter Old PIN\*' with a masked field, 'Enter New PIN\*' with a masked field, and 'Validate PIN\*' with a masked field. A 'Save' button is at the bottom. Red arrows point to the email address field and the three PIN fields.

3. Once logged in, you will be able to make changes to your profile information and access whatever information your student has shared with you. Click on the **Profile** tab to add further information about yourself and make updates as needed. You can also click on the text at the upper righthand corner to change your PIN if need be.

Profile Marc Andre Weaver

**Person Profile**

Please keep your profile information up-to-date. [Click here to change your PIN](#)

\* - indicates a required field.

Salutation

First Name \* Arthur

Middle Name

Last Name \* Weaver

Name Suffix

Nickname

Home E Mail Address \* weaver.example@gmail.com

Parents Phone Area Code

Parents Phone Number

Parents Phone Extension

Parents Phone Country Code

Address Line 1

Address Line 2

Address Line 3

City

State Not Applicable

Zipcode

Nation Not Applicable

Save

4. The second tab will have your student's name, and clicking on it will show all of the information you have permission to view, which you can access by clicking on the links.

Profile Marc Andre Weaver

**Share Authorizations**

The following student records have been specifically authorized for your use. All pages window once you are finished with the page.

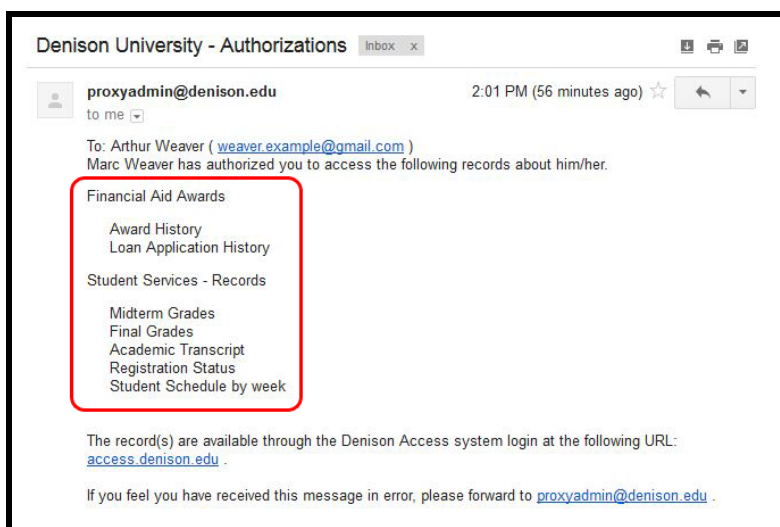
**Financial Aid Awards for Marc Andre Weaver**

- Award History
- Loan Application History

**Student Services - Records for Marc Andre Weaver**

- Midterm Grades
- Final Grades
- Academic Transcript
- Registration Status
- Student Schedule by week

5. Your student may send you an email alerting you to which files you have access.



6. After your new PIN has been set and you've successfully accessed your account, you can login again at any point by going to the url **access.denison.edu** using your PIN and email address.

