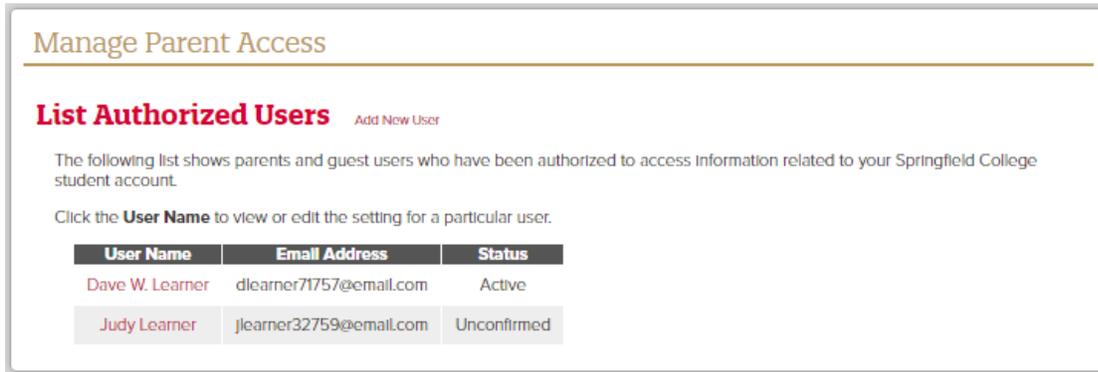


# USING THE PARENT PORTAL

## Setup a Parent/Guest Account

Students should follow this procedure to setup a new user with the privileges necessary to access their student financial portal. Authorized Users will be able to call the Business Office if they have questions about the bill and/or account and will receive emails each semester when the eBill is ready to view.

1. Sign in to PrideNET, and click the “Parent Portal” tab along the top.



**Manage Parent Access**

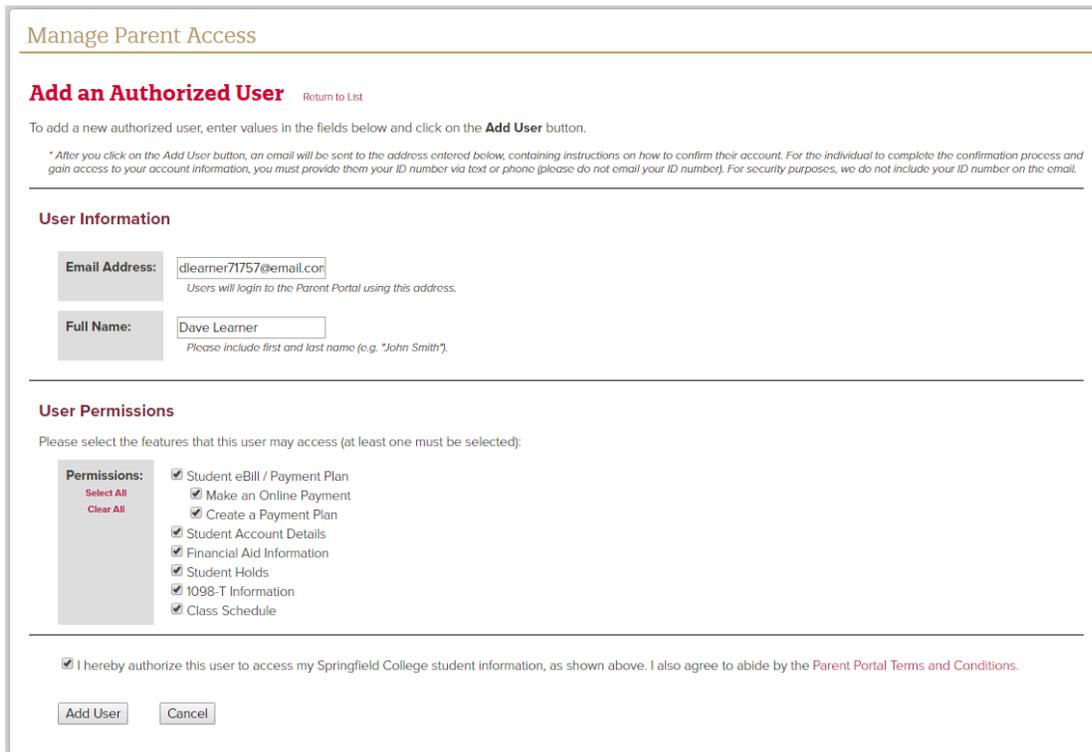
**List Authorized Users** [Add New User](#)

The following list shows parents and guest users who have been authorized to access information related to your Springfield College student account.

Click the **User Name** to view or edit the setting for a particular user.

User Name	Email Address	Status
<a href="#">Dave W. Learner</a>	dlearner71757@email.com	Active
<a href="#">Judy Learner</a>	jlearner32759@email.com	Unconfirmed

2. Click the “Add New User” link near the top.



**Manage Parent Access**

**Add an Authorized User** [Return to List](#)

To add a new authorized user, enter values in the fields below and click on the **Add User** button.

\* After you click on the Add User button, an email will be sent to the address entered below, containing instructions on how to confirm their account. For the individual to complete the confirmation process and gain access to your account information, you must provide them your ID number via text or phone (please do not email your ID number). For security purposes, we do not include your ID number on the email.

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**User Information**

**Email Address:**   
Users will login to the Parent Portal using this address.

**Full Name:**   
Please include first and last name (e.g. "John Smith").

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**User Permissions**

Please select the features that this user may access (at least one must be selected):

**Permissions:**  Student eBill / Payment Plan  
 Make an Online Payment  
 Create a Payment Plan  
 Student Account Details  
 Financial Aid Information  
 Student Holds  
 1098-T Information  
 Class Schedule

I hereby authorize this user to access my Springfield College student information, as shown above. I also agree to abide by the [Parent Portal Terms and Conditions](#).

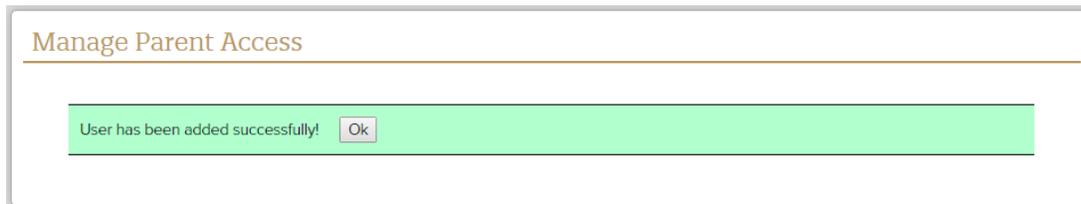
3. Under “User Information”, enter the email address and full name of the individual you are authorizing to have access.

**TIP:** If the individual you are authorizing will have access to more than one student’s account, such as a sibling’s account, use the same email address when authorizing the individual, so they have access to both accounts under one user name.

# USING THE PARENT PORTAL

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4. Under “User Permissions” section, select what options you are authorizing the user to have access to. You can check the “Select All” or “Clear All” options as needed.
5. You may view the Parent Portal Terms and Conditions by clicking on the hyperlink near the bottom.
6. Check the authorization box, and click the “Add User” button.



7. Click the “OK” button to complete the process.

## Notes:

- Upon completion, an email will be sent to the email address you entered, with instructions on how the user can confirm their Parent Portal account. If you entered the wrong email address, you should delete the user and then try again.
- You will need to provide the authorized user with your Springfield College ID number in order for them to complete the confirmation process. For security purposes, please do not email your ID number. A phone call or text message is acceptable.
- Your user will show a status of “Unconfirmed” until they confirm their account, at which time their status will be updated to “Active”. Your user will receive an email once you set them up which will have information on how to confirm their account.
- Students may edit permissions or delete a user at any time using the Manage Parent Access function under the Parent Portal tab in PrideNET.
- For more information on setting up a parent/guest account, please view the Video: Setting up a Parent Account.