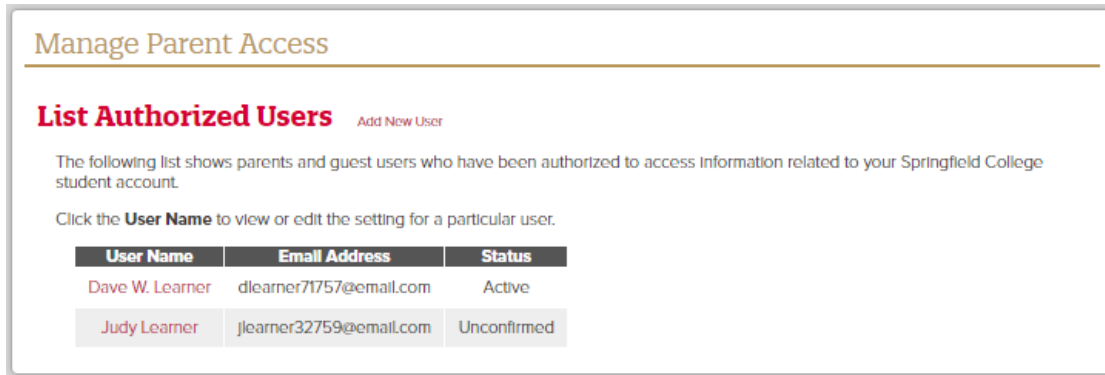# Using the Parent Portal

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.

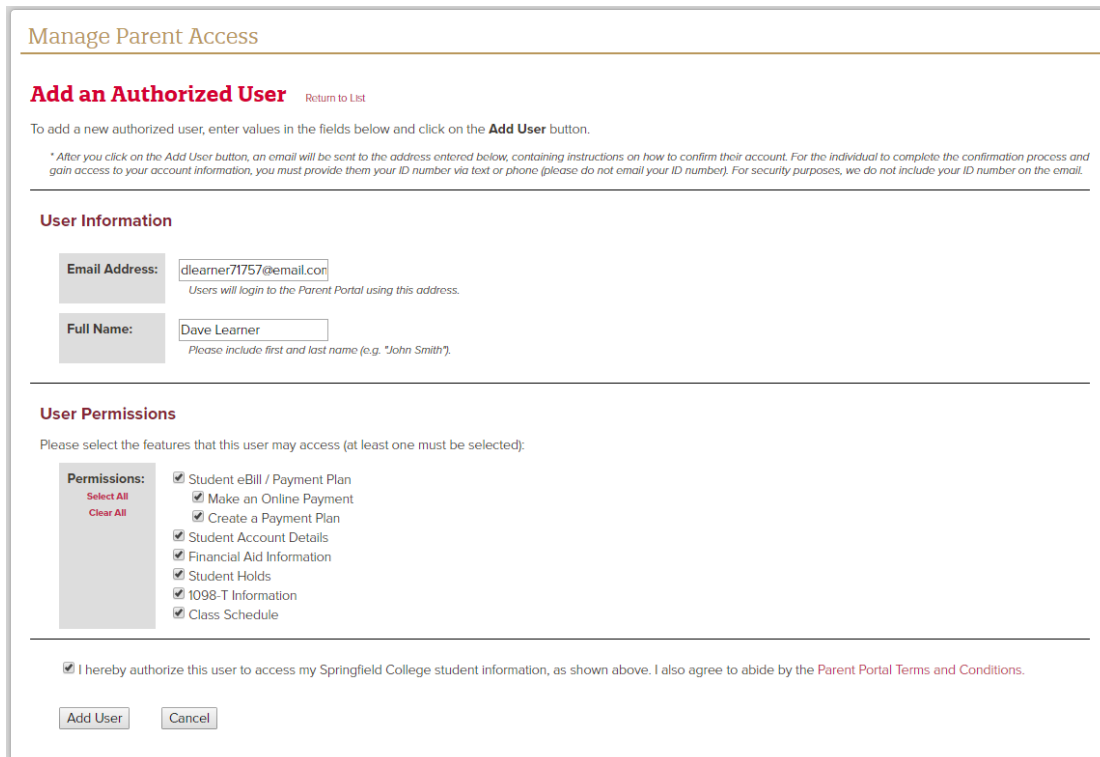1. Sign in to PrideNET, and click the "Parent Portal" tab along the top.

2. Click the "Add New User" link near the top.
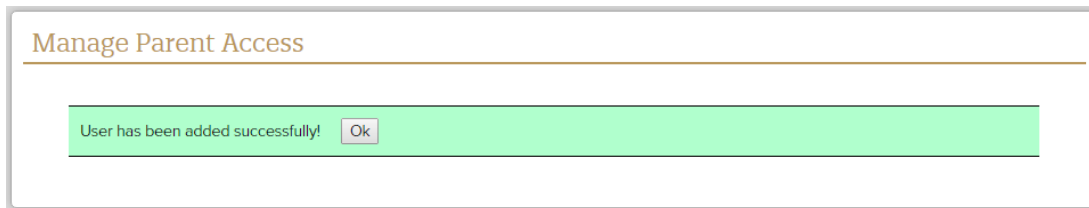

3. Under "User Information", enter the email address and full name of the individual you are authorizing to have access.

   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.

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 <u>the user can confirm</u> 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.