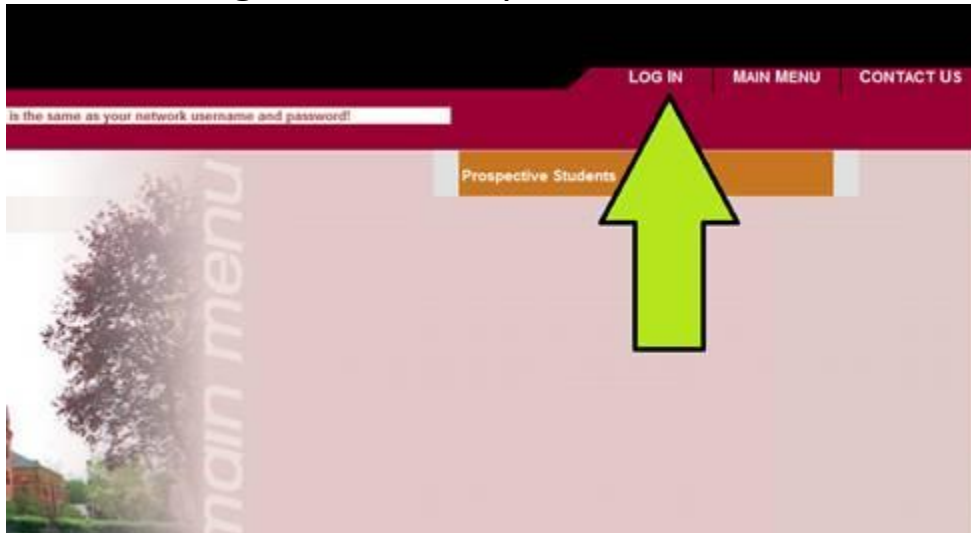
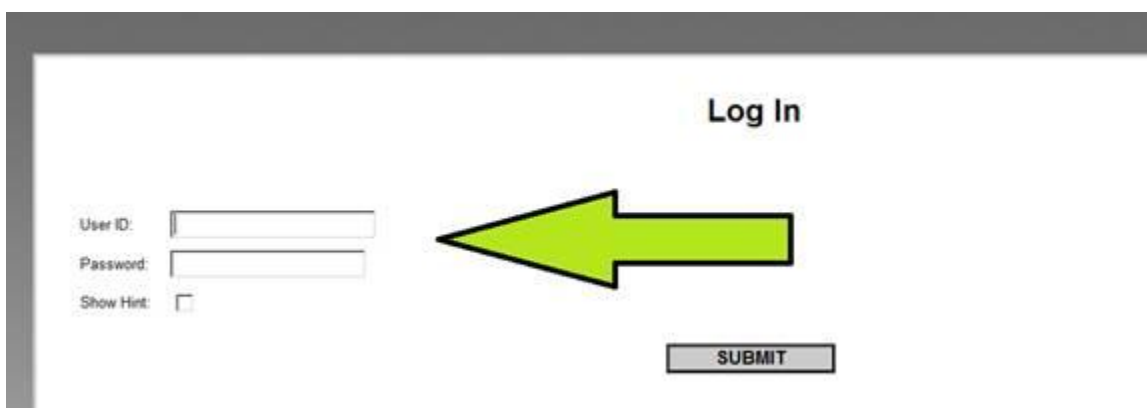


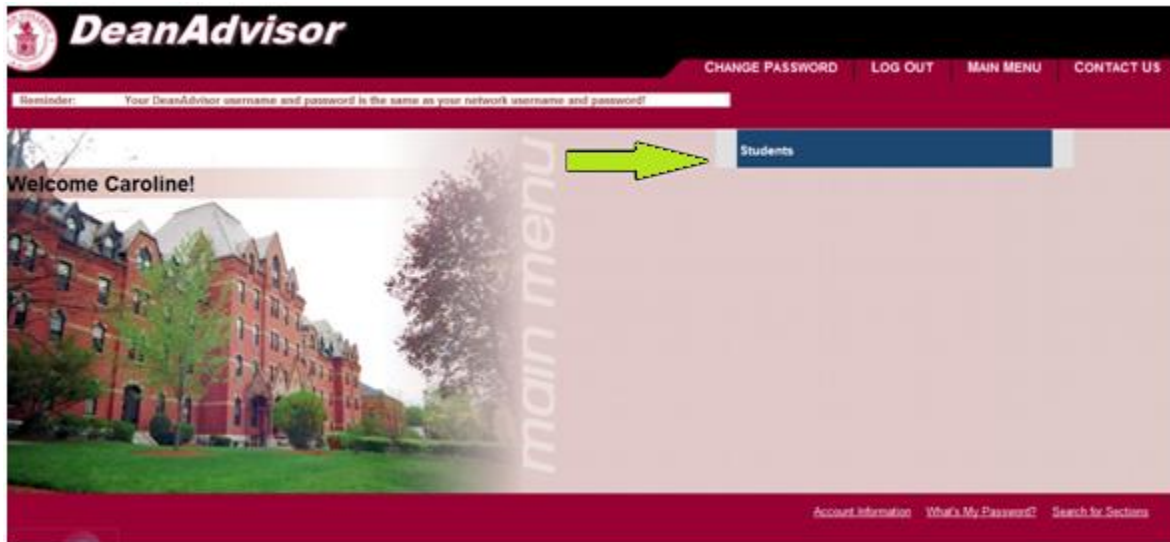
1. Go to [DeanAdvisor](http://deanadvisor.dean.edu) (<http://deanadvisor.dean.edu>)
2. Click on “Log In” at the top



3. Enter your user User ID and password – Click on the “Submit” button. Your User ID and Password information were sent to the personal email address you listed on your admissions application.



4. Click on “Students” in the blue bar



5. Click on “Grant Rights to Parents/Guardians/Other” under ‘Academic Profile’ on the right side of the page

User Account	Academic Profile
I'm New to WebAdvisor What's my User ID? What's my password Student Biographical Information	Grades Grade Point Average by Term Transcript Program Evaluation Test Summary Enrollment verification request Enrollment verification request status My educational plan My class schedule My profile Student Course Monitoring Grant Rights to Parent/Guardian/Other Parent Biographical Information
Emergency Information	
Dean Text Messaging System	
Financial Information	
Make a Payment 1098 Electronic Consent View My 1098-T Forms Pay on My Account	
Communication	
My Documents	
Registration	
Pay on My Account Search/Register for Sections Register and Drop Sections	
Academic Planning	Time Entry and Approval
Plan Courses Program Evaluation	Time entry Time history Time approval (for supervisors) Employee history (for supervisors)
	Employee Profile
	Position Summary Pay Advices W-2 Electronic Consent W-2 Statements Leave Plan Summary

6. Check the box next to the parent/guardian you wish to grant access to:

Grant Rights to Parent/Guardian/Other

At the post-secondary level, according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and college policy, no inherent rights are given to parents to inspect your education records. Education records can be released to your parents with your written consent, OR by submission of evidence you are declared as a dependent on their most recent Federal Income Tax return.

This web form gives you the opportunity to give written consent to allow your parents access to your education records, without submitting parental tax forms.

By clicking the box next to each person, under the Grant column below, you agree that College personnel may provide financial related information and/or academic related information from your educational record, beyond that considered directory information.

A notation of this approval will be entered on the Student Information System. It will remain on your record and allow us to release information to your parents, even when you are no longer listed as a dependent up on your parents income tax return, or you have graduated or left the College, unless you revoke this permission.

If you do not see any parent/guardian/other information displayed, please use the following link to [Add Parent/Guardian/Other](#) individuals. A request will be sent to the appropriate personnel for processing.

Grant	Access Level	First	Middle	Last Name	Relationship	Email Address
<input checked="" type="checkbox"/>	Academic Information	Debbie		Smith	Mother	Email@emailaddress.com
<input type="checkbox"/>		Bob		Jones	Father	Email@emailaddress.com

7. Select the access you wish to give this parent:

Grant Rights to Parent/Guardian/Other

At the post-secondary level, according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and college policy, no inherent rights are given to parents to inspect your education records. Education records can be released to your parents with your written consent, OR by submission of evidence you are declared as a dependent on their most recent Federal Income Tax return.

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If you do not see any parent/guardian/other information displayed, please use the following link to [Add Parent/Guardian/Other](#) individuals. A request will be sent to the appropriate personnel for processing.

Grant	Access Level	First	Middle	Last Name	Relationship	Email Address
<input checked="" type="checkbox"/>	Academic Information	Debbie		Smith	Mother	Email@emailaddress.com
<input type="checkbox"/>	Academic Information Financial Information Academic & Financial	Bob		Jones		Email@emailaddress.com

8. Ensure your parent’s email address is correct. Update the email address if the one listed is incorrect.

Grant Rights to Parent/Guardian/Other

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Grant	Access Level	First	Middle	Last Name	Relationship	Email Address
<input checked="" type="checkbox"/>	Academic Information	Debbie		Smith	Mother	Email@emailaddress.com
<input type="checkbox"/>	Academic Information Financial Information Academic & Financial	Bob		Jones		Email@emailaddress.com

9. Click the ‘Submit’ button

Grant Rights to Parent/Guardian/Other

At the post-secondary level, according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and college policy, no inherent rights are given to parents to inspect your education records. Education records can be released to your parents with your written consent, OR by submission of evidence you are declared as a dependent on their most recent Federal Income Tax return.

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Grant	Access Level	First	Middle	Last Name	Relationship	Email Address
<input checked="" type="checkbox"/>	Academic Information	Debbie		Smith	Mother	RBGC90a@aol.com
<input type="checkbox"/>		Bob		Jones		dodniscoll@dean.edu

