

**FERPA**

*The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student educational records within colleges and universities. Educational records protected under this law cannot be released without written consent by the student. Le Moyne College recognizes the increasing interest from students to share their educational records with their parent(s)/guardian(s) and have therefore developed S<sup>o</sup>A<sup>o</sup>M. Although we strongly encourage and foster involvement in our students' education and experience at Le Moyne, we must also protect their rights under FERPA. For more info see [www.lemoyne.edu/FERPA](http://www.lemoyne.edu/FERPA)*

**To add a New Parent/Guardian/Other**

If your parent/guardian/other does not show on the "Grant Rights to Parent/Guardian/Other" screen in WebAdvisor, you can request that they be added via the Students menu in WebAdvisor.

1. To begin, access the "Add Parent/Guardian/Other" option on the "Academic Profile" sub-menu located on the Students menu on WebAdvisor.



2. On this screen, enter all fields of information and a valid email address for your parent/guardian. Click "submit".

The screenshot shows the 'Add Parent/Guardian/Other' form. The title is 'Add Parent/Guardian/Other'. The form contains the following fields: 'Prefix' (dropdown), 'First Name' (text), 'Middle' (text), 'Last Name' (text), 'Suffix' (dropdown), 'Relationship' (dropdown), 'Email Address' (text), 'Home Phone' (text), 'Cell Phone' (text), 'Work Phone' (text), and 'Access Level' (dropdown). A 'SUBMIT' button is located at the bottom right of the form. At the bottom of the page, there are navigation links: 'LOG OUT', 'MAIN MENU', 'STUDENTS MENU', 'HELP', and 'CONTACT US'.

- a. This form will automatically send an email to Le Moyne College Registrar's Office with the information you submitted, which will be added to your student record.
- b. You will then be notified by the Registrar's Office via your Le Moyne email that the parent/guardian/other has been added to your account, which can be viewed in the Grant Rights screen. You may now proceed with granting access to this individual (see Student Access Module Information for Students).