

FERPA

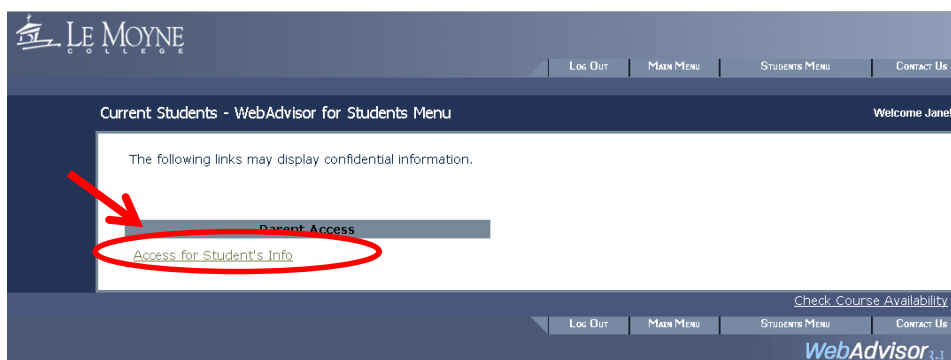
The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student educational records within colleges and universities. Educational records protected under this law cannot be released without written consent by the student. Le Moyne College recognizes the increasing interest from students to share their educational records with their parent(s)/guardian(s) and have therefore developed S^oA^oM. 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.

In order to receive access to your student's records, he/she must add you as an authorized user in WebAdvisor and grant you access. This access may be granted or rescinded at any time. You will receive automatic notifications if your student has granted or rescinded access, however, you will not be notified if your student is simply changing your level of access (i.e. going from "Financial" access to "Financial & Academic" access).

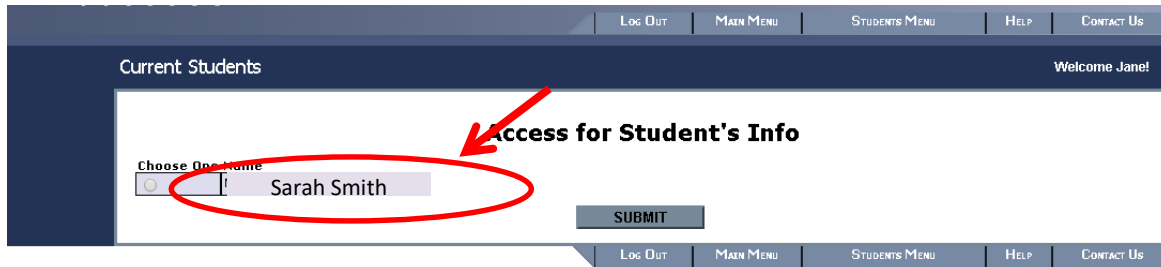
1. Once your student has authorized you as a parent/guardian/other in WebAdvisor, you will be sent an email notification with your username and password.
 - *Note: If you have previously had access to your student's records in Student Access Module, the email notification you receive will ask you to use the username and password previously sent to you when you were initially authorized on his/her account.*
2. Log into WebAdvisor (webadvisor.lemoyne.edu) using your username and password from your email notification.
3. Choose "Students"



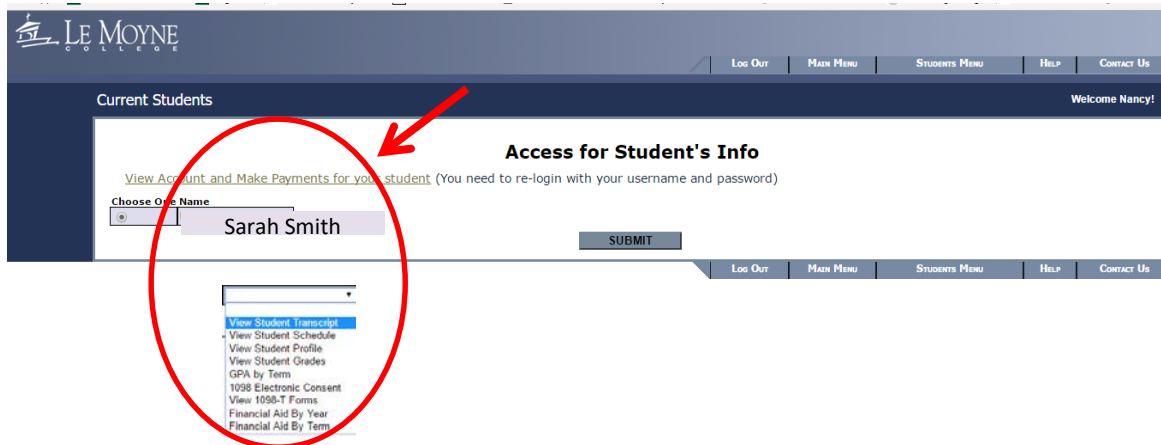
4. Choose "Access for Student's Info"



5. Choose your student's name



6. In the Access for Student's Info screen, you may choose from various actions depending on the level of access your student has granted you (see the following options).



Academic Records only: Unofficial listing of courses completed, Grades, GPA by Term, Schedules, and Student Profiles.

Financial Records only: 1098 Electronic Consent, 1098-T forms, Student Account Information, Financial Aid by Year, Financial Aid by Term. Please see [the Bursar's website](#) for more information.

Both (Academic & Financial): Individuals with this access will be able to view both Academic and Financial records.

None: Students will have the ability to grant and rescind access to you at any time.

Usernames

For security purposes, usernames cannot be reset or sent directly to authorized users (parents/guardians/other). If you have lost or forgotten your username, you must contact your student to retrieve this information. Le Moyne College personnel do not have access to this information and if contacted, we will ask you to contact your student.

When contacting your student, you may remind them that your username is located in the Student Access Module (SAM) within the "Grant Rights" screen. It will be listed next to your email address. Your username does not change and cannot be reset. Usernames will only be released at the student's discretion.

Passwords

Your student is the only individual who will have the ability to reset your password. If Le Moyne College is contacted about a lost/forgotten password, we will instruct you to contact your student for this information. Instructions for resetting a password are available for students on the Student Access Module (SAM) website. Once your password is reset by your student, you will receive an email notification with a temporary password. You will be asked to provide a new password after logging in to WebAdvisor .

NOTE: Your username will not be provided in your password reset email. Please see the instructions above about retrieving your username.