Parent/Guest Guide for Students

Purpose

This guide is meant to give you, the student, an understanding of the new Parent/Guest Access function now available in Student Self Service. This function will aid you in the event you would elect to release private information to parents or another third party. The word “proxy” may sometimes be used to designate parent or third party throughout the documentation and the access function.

This is a good opportunity to remind you that as a student, releasing confidential information should not be taken lightly. We encourage you to be mindful of the threat of identity theft and weigh carefully the benefits of sharing this information with others before assigning permissions.

Instructions for Students:

1. Log-in to Rockweb and enter the Student Self-Service Secure Area
2. From the menu select Parent/Guest Menu near the bottom of the page
3. Click on Parent/Guest Management
4. Read the information contained on the page and complete the required information flagged with a red* or you will not be allowed to proceed
5. Select Add Proxy (an email will be generated and sent to your Parent/Guest indicating that you have selected them to view your records
6. Expand the name of the Parent/Guest and complete the required fields indicated by the red*
7. Once your Parent/Guest responds to the system generated email you may grant her/him viewing authorization to one or more of the categories. At this point, select E-mail Authorizations on the right side of the screen. Remember that you may cancel Parent/Guest access to categories at any time.

*Note: Your providing authorization to view selected information to a third party does not allow Rockhurst University School Officials to discuss the selected information with the third party. “School Officials” under FERPA law cannot discuss this information without a signed FERPA release form provided by the student. If you would like to give Rockhurst University School Officials permission to discuss your private educational information, you may download a FERPA form at the following link and submit it to the Office of the Registrar http://www.rockhurst.edu/academics/registrar/forms/.

If your Parent/Guest needs assistance, you can be the first and best resource for help since you access the same pages they will be using. For instance, if they forget their password you may reset it for them. If you are unable to resolve their issues, you can send an email to ParentAccess@rockhurst.edu or call Office of the Registrar.
Common issues:

- If they forget their password, a new temporary password can be established by you through the Parent/Guest Access account.
- To be in compliance with FERPA you have complete control over what information, if any, you authorize to a third-party for viewing.
- If the person you have authorized is trying to access Parent/Guest Menu at work, many businesses have a firewall that will not allow access to some outside internet sites. They may have to contact the network administrator at their workplace to see if an adjustment can be made to the firewall software to allow access to the website.
- When you authorize access and it disappears at some point this may mean that the dates for access you set have expired and you have to set up new access dates. You may have done this intentionally or not, so you need to check your set-ups.