

In compliance with FERPA, Gustavus will not disclose information from student education records without permission from the student.

### ***FERPA (Family Educational Rights and Privacy Act)***

*The same laws that give parents access to their child's education records during elementary and high school transfer ownership of the records to the student at the college level. According to FERPA (Family Educational Rights and Privacy Act, also known as the Buckley Amendment), college students are considered responsible adults and have some control over the disclosure of information from their education records.*

A student may grant access to a parent (or other significant person) to view selected information via WebAdvisor. Granting access to records is solely at the discretion of the student.

#### **For students: How to grant and manage access**

1. Login into WebAdvisor: <http://gustavus.edu/go/webadvisor/students>
2. Select option: **Manage parent access to your records**
3. Your parents' names will be displayed. You can select one of those listed or if the person you wish to grant access to is not listed, select the option "Submit request to add additional person". Submit your request.
  - If you chose the option to add a person, a form will appear for you to complete. Once submitted, the form will be sent to the Registrar's Office for processing. The name will be added to your list and you will be sent an email. The Registrar's Office cannot grant access to this person. Once you receive the email, you must return to WebAdvisor, select the person from your list and grant them access to your records.
4. If the person selected does not already have a WebAdvisor login, you will need to create one. Create a username with the following guidelines:
  - All lower case (no upper case letters)
  - May contain numbers, but not required
  - The only special characters allowed are . (dot) and \_ (underscore). The @ is not allowed
  - Must be between 10 and 20 characters in length

You will receive an email confirming the creation of the username along with a temporary password. **This information will only be communicated to you. It is your responsibility to communicate this information to the person to whom you are granting access.\***

If each of your parents will have access to the same items, you do not need to create a separate WebAdvisor login for each parent. Just pick one parent's name to create the WebAdvisor login under. If you wish them to have different access, then you will need to create separate logins and access for each.

If you have siblings also attending Gustavus, your parents will use the same WebAdvisor login for all of their students. Each sibling can have a different (or no) access granted. The parent will select which student's information to review, then only view what that student elected to share.

5. For the selected person, grant which WebAdvisor options you wish them to view. They will see the exact same displays that you see when you use these options. A checked option indicates that they have access. To remove access, simply uncheck the option.
6. If your parent forgets their password, they will need to contact you to have it reset. To do this, use the option “**Reset Parent’s WebAdvisor Password**”. This will reset their password and email you a temporary password to communicate to them\*.  
Note: if your parent is a Gustavus employee, they must reset their own password.
7. If your parent locks their WebAdvisor login due to too many invalid attempts, have them wait a few minutes and try again. Their login will automatically unlock.
8. Communicate instructions on how to use WebAdvisor with your parents:  
[WebAdvisor instructions for parents.pdf](#).
9. You can change access previously granted at any time using the **Manage parent access to your records** option.

*\*Tip: When a temporary password is used, it will state that the password has expired and force a new password to be created. Rather than have your parent do this, you may want to log in and create the new password for them. This will give you the opportunity to see what they see so you are better prepared to answer their questions.*

***Remember: You are responsible for all communication with your parent.***