

Parent/Family Authorization Initial Setup

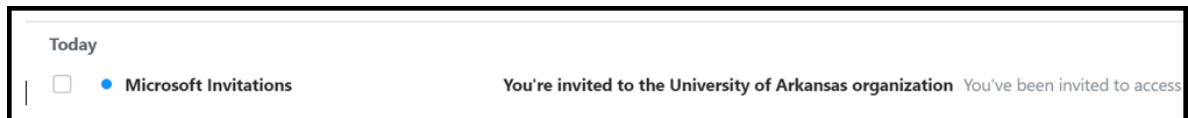
Changes have been made to allow parents and authorized users more control over the maintenance of the account. The following instructions are only required during initial setup.

The **Parent/Family Authorization** option allows a student to authorize access to view certain student information. This authorization provides access to the designee (parent or other third-party) to view **Treasurer's Office, Financial Aid, Academic Records, and Personal Information.**

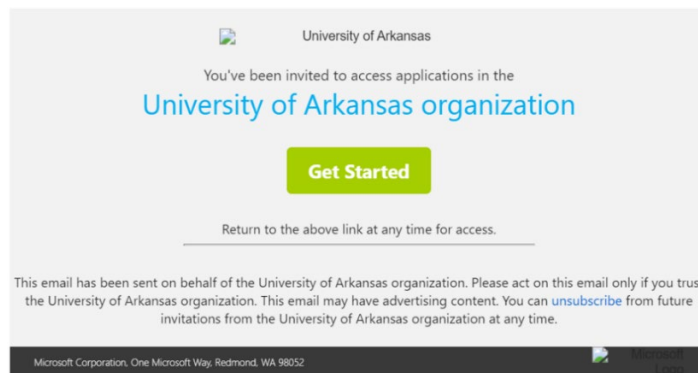
NOTE: Viewing the Parent Center requires internet access.

Assessing Parent Center for the First Time

1. Open your web browser, such as Internet Explorer, Firefox, or Safari using the Private Window/Incognito Window.
2. Open the email account your student entered when creating your Parent Center account.
3. Open the email that contains the Microsoft Invitation.



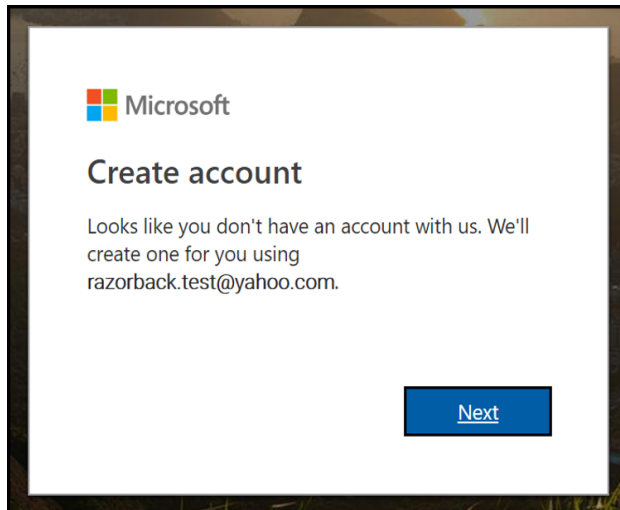
4. Click the **Get Started** button within the email.



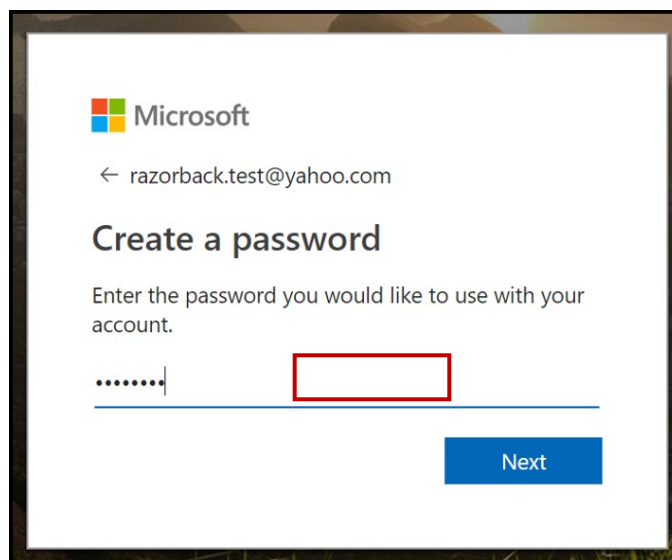
If you have a Microsoft account, skip to step 3. A list of Microsoft accounts is included as the last page of the documentation. If you are using any account other than a Microsoft associated account, you will be given instructions for creating a Microsoft account to log in.

Creating a Microsoft Account

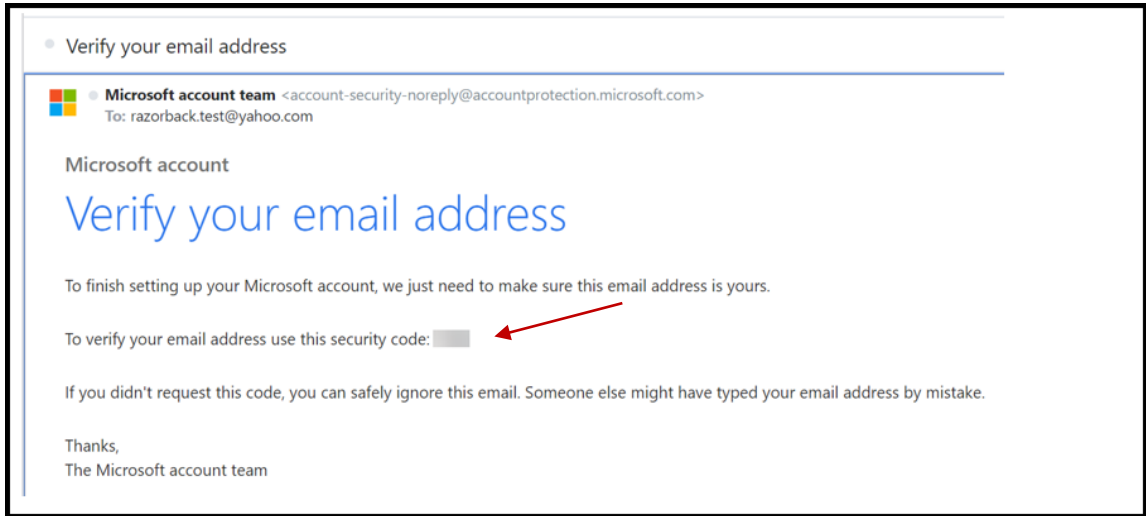
1. The following message will appear on your screen if you do not have a Microsoft account.



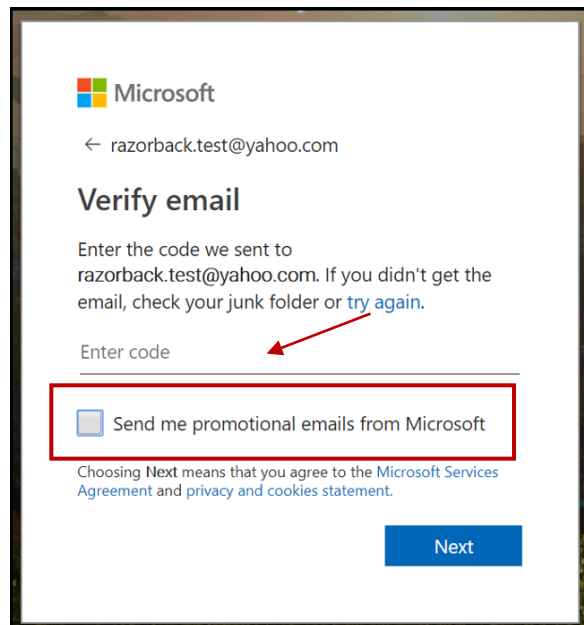
2. Click the **Next** button to Create a Password.



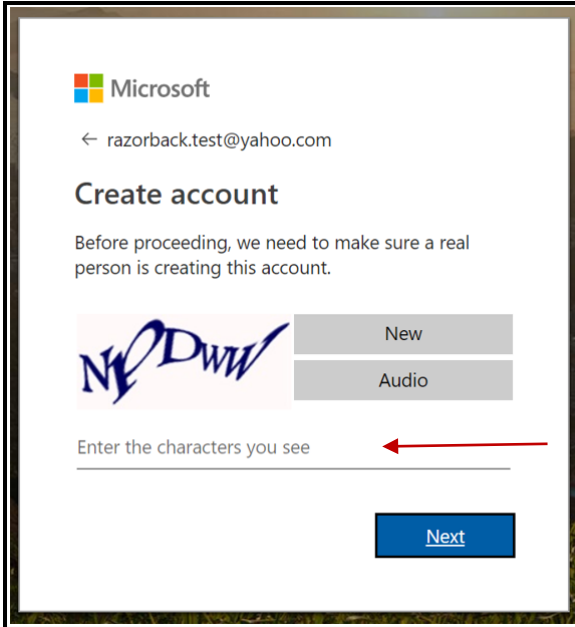
3. Enter a password and click the **Next** button to continue.
4. An authorization code will be sent to your Parent Center email account.



5. Enter the **verification code** sent from Microsoft to your email.
6. Uncheck the box to deselect the **Send me promotional emails** if it is your preference.

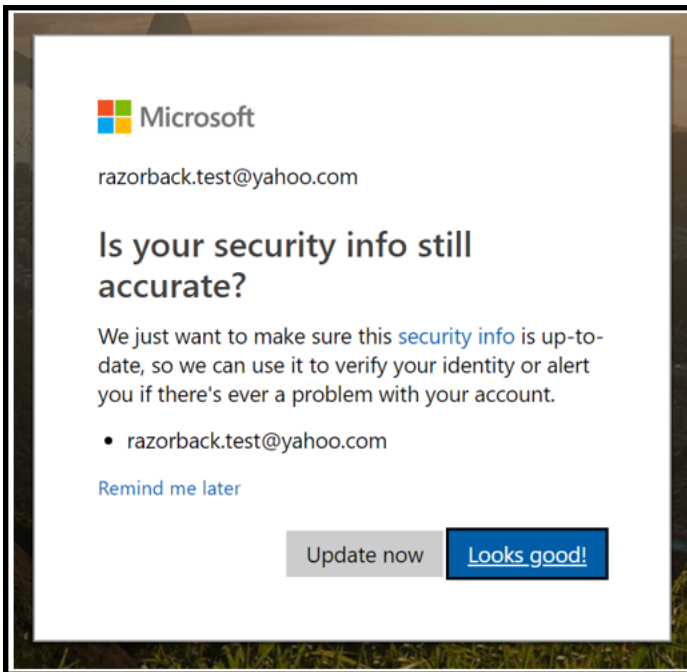


7. Click the **Next** button.
8. Enter the letters or numbers as they appear on the screen and click the **Next** button.



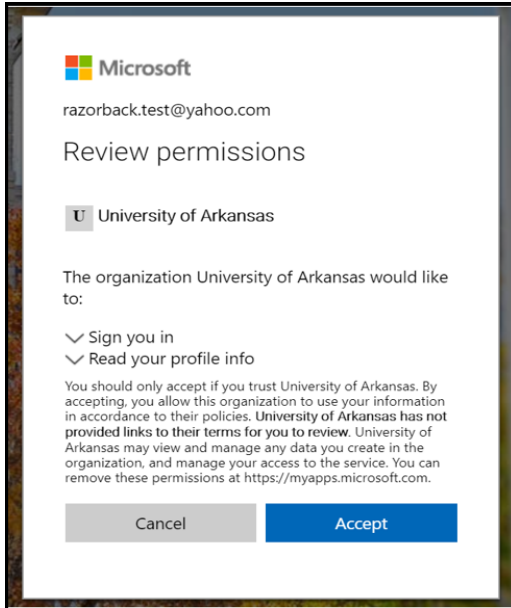
Depending on your email provider, the following message may appear. If the message does not appear, continue to step 3.

9. Verify information is correct. Click the **Looks good!** button to continue or **Update now** to make changes.

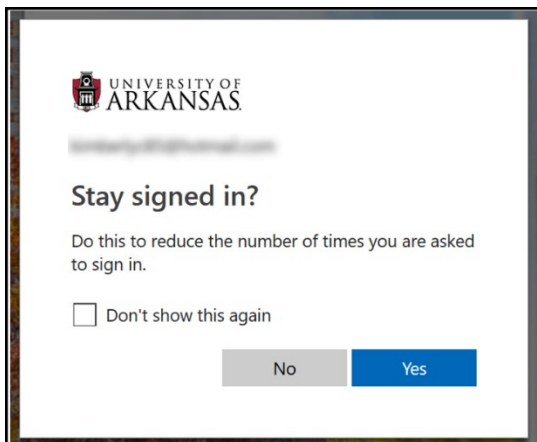


The account has now been created.

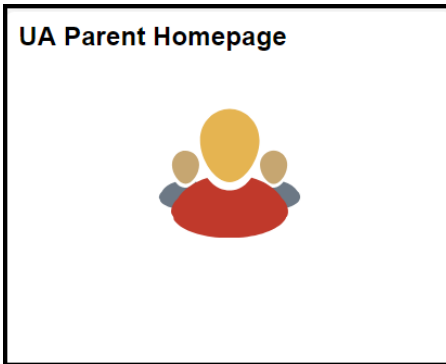
3. Logging In



1. Review Permissions and click the **Accept** button.
2. If you receive this message, select either option to continue.



3. Click the **myConnect** link on the UAConnect login page. The Parent Center tile should appear on your screen.



Microsoft Associated Accounts

- Windows 8 and later
- Windows Server 2012 and later
- Windows components
 - Calendar
 - Cortana
 - Groove Music
 - Feedback Hub
 - Mail
 - Movies & TV
 - Microsoft Store
 - Outlook Express
 - Windows Messenger
- Windows Phone 7 and later
 - Windows Phone Store
- Bing
- Exchange Online
- Exchange Online Protection
- Microsoft Office
- Office 365
- Office Online
- OneDrive (formerly SkyDrive)
- Outlook.com (formerly Hotmail)
- People
- Skype
- System Center Advisor
- Visual Studio
- Windows Azure
- Windows Insider Program
- Windows Live Messenger
- Windows Movie Maker
- Windows Photo Gallery
- Xbox Live