



# Parent Access to Student Records Set-up Instructions

## Parent Access to CedarInfo

Cedarville University offers a variety of online services that may interest parents. Some of the options apply to you as an individual:

- Change your username
- Change your password
- Update your employment information
- Update your name/address information, etc.

Other services are for you as a parent, based upon the records of your son or daughter:

- View class schedule
- View transcript
- View financial aid e-award letter
- View chapel attendance, etc.

## Set Up Parent Access

Each parent will need a valid CedarNet username and password to access online services.

- Some of you may already have login credentials from a previous contact with Cedarville.
- If you do not have a username and password, one will be automatically created when your student authorizes electronic access to his/her records.

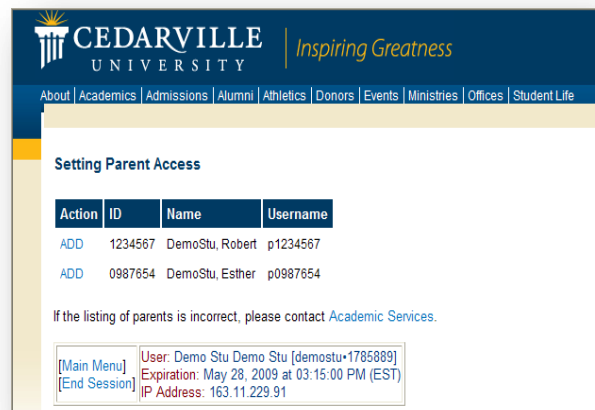
The procedure described below may seem somewhat cumbersome, but is in place to comply with the Family Educational Rights and Privacy Act (see [www.cedarville.edu/ferpa](http://www.cedarville.edu/ferpa) for more details).

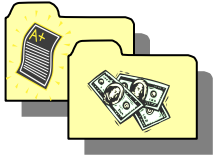
## One-Time Procedure

This procedure is required once per student for each parent:

1. Your student should go to the Student homepage [www.cedarville.edu/student](http://www.cedarville.edu/student) and log in at the Student Login using his/her username and password > Click on [CedarInfo].
2. Under "Academic (Student) Transactions," the student should select "Parent access maintenance".
3. A "Setting Parent Access" screen appears listing parents with an official record associated with a student.
  - a. If your name is listed, have your student click the "ADD" link next to your name.
  - b. If your name is not listed, contact Academic Services at (937)766-7710 or email [ACADSERV@cedarville.edu](mailto:ACADSERV@cedarville.edu) and ask to be added to our system.
4. After pressing the "ADD" link, the CedarInfo will check to see if the parent already has an existing CedarNet account.
  - a. If no prior account exists, a parent account will be created, and parent login credentials will be displayed on the screen.
  - b. If the parent already has an existing CedarNet account, your student's information will be linked to the existing account and no login information will display.

**\*\*You will need to remember the Parent ID (username) and Parent Password\*\***





# Parent Access to Student Records

## Instructions to View Records

### Log In and View Records

Each time you want to view your student's records, perform the following steps:

#### Log in to CedarInfo

1. Use an Internet browser to go to the Cedarville University parent homepage **www.cedarville.edu/parents**
2. Click the "CedarInfo" link or button > Click "Access CedarInfo Now."
3. Log in using your parent username and parent password > Click [Authenticate].

Once you log in, the menu entries that display will be for you personally – your name and address, your employment, etc.

**Hint:** Utilize the "Forgot your password?" helps on the CedarInfo login screen if you do not recall your password.

If you misplace your username, your son or daughter can revisit "Parent access maintenance" to retrieve it for you.

#### Change Person to Access

1. To access your son or daughter's information, select the "Change person to access" link under "Individual (General) Transactions".
2. You should see a list of the students who have granted permission for you to access their records on the "Choose Person to Access" screen.
3. Click on the radio button next to your student's name and then click [Submit]
4. Now click the [Main Menu] link near the end of the page.

#### View Student's Records

1. You are now viewing menu options related to your student's records. *(Indicated by the arrow above right)*
2. Click on a menu option of interest to you.
3. When you are finished viewing your student's records, log out by selecting [End Session] *(lower left of the screen)*

#### Getting Help

The Cedarville University Computer Help Pages **www.cedarville.edu/computerhelp** contain a video demonstration of the steps outlined in this handout. *(Search for parent access)*

You may also call Computer Services at (937)766-7905 or e-mail **computerhelp@cedarville.edu** if you need further assistance. We are happy to help!

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### CedarInfo: Main Menu

Accessing Records of Demo Stu Demo Stu (DEMOSTU)

Academic (Student) Transactions	Individual (General) Transactions
<ul style="list-style-type: none"><li>• Search for sections</li><li>• View your class schedule</li><li>• View your registration date and time</li><li>• View your restrictions/holds</li><li>• View your transcript</li></ul>	<ul style="list-style-type: none"><li>• Change person to access</li><li>• Change your CedarInfo hint</li><li>• Change your CedarNet password</li><li>• Change your user name (login name)</li><li>• Lookup church and school info</li><li>• Refresh my CedarInfo menu groups</li><li>• Update your employment information</li><li>• Update your family information</li><li>• Update your home-church information</li><li>• Update your name/address information</li></ul>
Campus Services	
<ul style="list-style-type: none"><li>• Event Planning Checklist</li></ul>	
Financial Transactions	Student Life
<ul style="list-style-type: none"><li>• EZ-Pay</li><li>• View your current invoice</li><li>• View your financial aid eAward letter</li><li>• View your financial aid history</li><li>• View your past invoices</li><li>• View your student account</li></ul>	<ul style="list-style-type: none"><li>• View your chapel attendance</li><li>• View/modify your activities record</li></ul>

[Main Menu] | [End Session] | User: Demo Parent Demo Parent [demopar-1785891] | Expiration: May 28, 2009 at 3:26:43 PM EDT | IP Address: 163.11.229.91 | Accessing Records of Demo Stu Demo Stu (DEMOSTU)