

PARENT CONNECT INSTRUCTIONS

I. STUDENT – GRANTING ACCESS TO PARENT/GUARDIAN/OTHER

Financial Information	Academic Planning
Bank Information (U.S.) Student Account Suite Student Restrictions/Clearances	Program Evaluation Application for Graduation
Financial Aid	Academic Profile
Financial aid status by year Financial aid status by term	Academic History Program Evaluation Test Summary My class schedule My profile Grades Student Restrictions/Clearances Grant rights to Parents/Guardian Add/Update Parent/Guardian/Other
Communication	
E-mail My Advisor(s) View Current Cancelled Class	
Registration	
Search for Sections Registration Menu Student Restrictions/Clearances Registration Appointment Time	

- 1) Click on “Grant Rights to Parent/Guardian” under “Academic Profile” to view if parent, relative, or other is already listed in MMC’s database.

PARENT CONNECT INSTRUCTIONS

MMCConnect

LOG OUTMAIN MENUSTUDENTS MENUHELP

CURRENT STUDENTS

Grant rights to Parents/Guardian

At the post-secondary level, according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and college policy, no inherent rights are given to parents to inspect your education records. Education records can be released to your parents with your written consent, OR by submission of evidence you are declared as a dependent on their most recent Federal Income Tax return.

This web form gives you the opportunity to give written consent to allow your parents access to your education records, without submitting parental tax forms.

By clicking the box next to each person, under the Grant column below, you agree that College personnel may provide financial related information and/or academic related information from your educational record, beyond that considered directory information.

A notation of this approval will be entered on the Student Information System. It will remain on your record and allow us to release information to your parents, even when you are no longer listed as a dependent on your parents income tax return, or you have graduated or left the College, unless you revoke this permission.

Please noted: if you grant financial access to a parent/guardian on this page, please go to "Student Account Suite" under "Financial Information" section on Students menu, which will take you to TouchNet website, add the same parent/guardian's information via "Authorized Users" under "My Profile Setup" menu. Upon completion of this step, the login credentials will be sent to the parent/guardian directly.

If you do not see any parent/guardian/other information displayed, please use the following link to [Add/Update Parent/Guardian/Other](#) individuals. A request will be sent to the appropriate personnel for processing.

Grant	Access Level	First	Middle	Last Name	Relationship	Email Address
☐					Father	
☐					Mother	No email address on file

Agree

LOG OUTMAIN MENUSTUDENTS MENUHELP

WebAdvisor^{3.1}
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PARENT CONNECT INSTRUCTIONS

If the individual is already listed with a valid email address, the student needs to check the box under 'Grant' if they want them to have access and use the drop down under 'Access Level' to select: Academic, Financial, or Both Academic and Financial (move to step # 7)

- 2) If the individual they wish to grant access to their account is not listed they must select the link to 'Add Parent/Guardian/Other' on this page or go back to the Student Menu and select the link by the same name

All fields should be filled in by the Student when adding an individual (email addresses, name, and relationship being the most important – without these fields completed, the request cannot be processed) – all current 'Relationship' options are listed out on the right (additional options should become available soon).

- 3) Once the information is submitted, within the next 72 hours the student can expect email to their MMC account from the Center for Student Services indicating the new relationship has been and to log into MMC Connect to grant access to that individual (see #2 for granting access).
- 4) Once the student grants an individual access for the first time, that individual will receive an email with their log on ID and password to access MMC Connect. The student controls the individual's access level, and may change it at any time. When a student rescinds access, the parent/guardian will receive an email informing them that their access has been revoked by the student.

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MMConnect

LOG OUTMAIN MENUSTUDENTS MENUHELP

CURRENT STUDENTS

Add Parent/Guardian/Other

This request will be processed within 72 hours.

PREFIX		RELATIONSHIP	
FIRST NAME		EMAIL ADDRESS	
MIDDLE		HOME PHONE	
LAST NAME		CELL PHONE	
SUFFIX		WORK PHONE	
EMAIL ADDRESS			
HOME PHONE			
CELL PHONE			
WORK PHONE			

SUBMIT

RELATIONSHIP	
EMAIL ADDRESS	
HOME PHONE	
CELL PHONE	
WORK PHONE	

Mother
Father
Step-Mother
Step-Father
Grandmother
Grandfather
Sister
Brother
Companion
Friend

PARENT CONNECT INSTRUCTIONS

II. **PARENT/GUARDIAN or OTHER ACCESS:** Go to <https://www.mmm.edu/parents/>

A) Click on MMC Connect

PARENT CONNECT INSTRUCTIONS

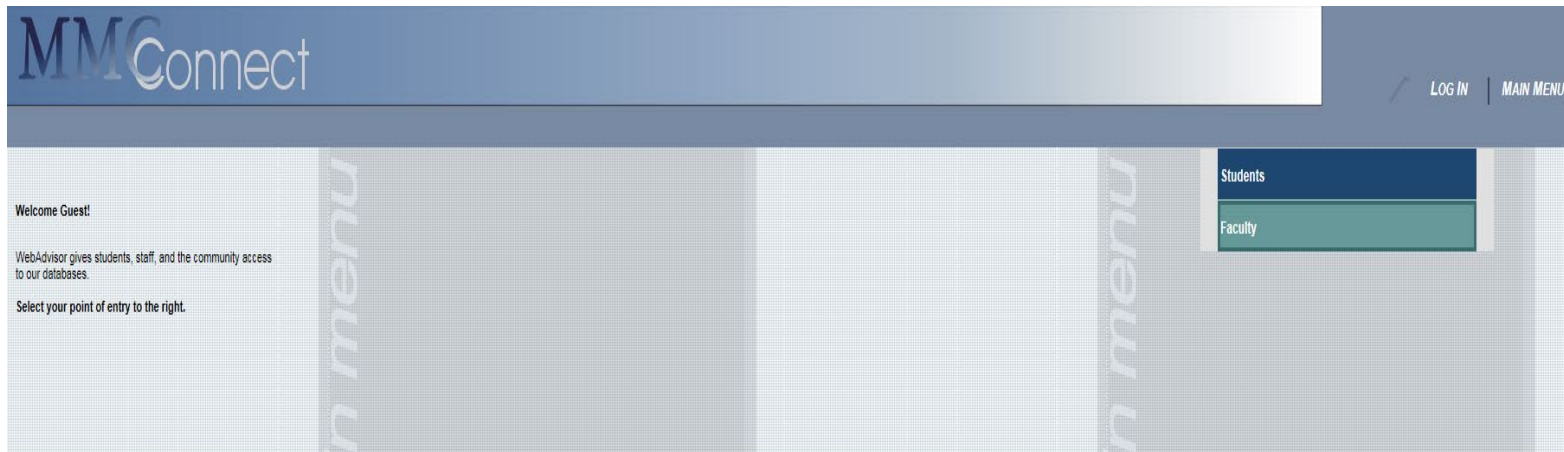
ACADEMICS

- [Advisement](#)
- [Calendar](#)
- [Course Bulletin](#)
- [Support & Tutoring](#)
- [Academic Access Program](#)
- [Disability Services](#)
- [Student Records \(MMC Connect\) – Permission to Access](#)
- [Textbooks](#)

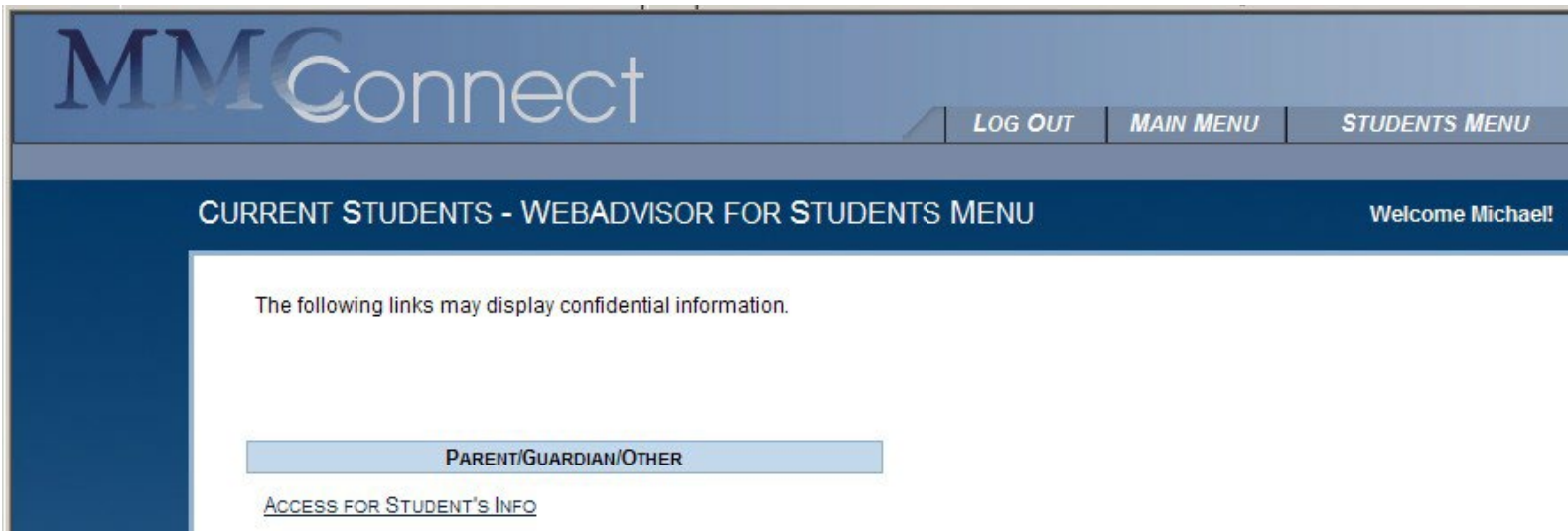


B) Click on Log In

PARENT CONNECT INSTRUCTIONS



C) After logging in, select 'Students'



D) Select "Access for Student's Info"

PARENT CONNECT INSTRUCTIONS

The screenshot displays the MMCConnect web application interface. At the top, the logo 'MMCConnect' is on the left, and navigation links 'LOG OUT', 'MAIN MENU', 'STUDENTS MENU', and 'HELP' are on the right. Below this is a dark blue header bar with 'CURRENT STUDENTS' on the left and 'Welcome Michael!' on the right. The main content area is titled 'Access for Student's Info'. It contains a form with two columns: 'Select One' and 'Name'. The 'Select One' column has a dropdown menu with a small square icon. The 'Name' column is an empty text input field. A 'SUBMIT' button is located below the form.

- E) Check the student the parent/guardian wishes to view and submit. In the event that a parent/guardian has multiple students that have granted them access, they will be given the option to select the different students records to select to view.

PARENT CONNECT INSTRUCTIONS

The screenshot displays the MMCConnect web application interface. At the top, the 'MMCConnect' logo is on the left, and navigation links for 'LOG OUT', 'MAIN MENU', 'PARENTS MENU', and 'HELP' are on the right. Below the header, a dark blue banner contains the word 'WELCOME' on the left and 'Welcome [redacted]' on the right. The main content area is titled 'Access for Student's Info'. It features a table with two columns: 'Name' and 'Action'. The 'Name' column contains a redacted student name. The 'Action' column has a dropdown menu that is currently open, showing a list of available actions. To the right of the dropdown is a 'SUBMIT' button. At the bottom of the page, there is another set of navigation links ('LOG OUT', 'MAIN MENU', 'PARENTS MENU', 'HELP') and the 'WebAdvisor 3.1' logo with the text 'POWERED BY DATATEL'.

Name	Action
[redacted]	TRAN View Student Transcript SCHED View Student Schedule STPR View Student Profile XWGR Grades XWMPT Student Account Suite XMPT Make a Payment WBSM Account Summary XFAA Financial Aid By Year XFAT Financial Aid By Term XFLL FA Award Letter XPRST View student restrictions

F) A drop down menu will list all the available options the parent/guardian can now perform

PARENT CONNECT INSTRUCTIONS

With Academic Access, parents/guardians/other can view:

- a. Student's transcripts
- b. Student's schedules
- c. Student's profile
- d. Student's grades
- e. Student's restrictions(only accessible if granted both academic and financial access)

With Financial Access, parents/guardians/other can view:

- a. Information on accessing the Student Account Suite site for Make a Payment/ Account Summary options*
- b. Student's Financial Aid by Year
- c. Student's Financial Aid by Term
- c. Student's Financial Aid Award letter
- d. Student's restrictions(only accessible if granted both academic and financial access)

*To access student accounts/payment information, make sure the student has done the following additional steps to authorize parent/guardian/other third-party access:

PARENT CONNECT INSTRUCTIONS

- To grant Authorized User access the student should:
 - Log onto MMC Connect
 - Under the Financial Information area, select Student Account Suite
 - Click View Account/Make Payment
 - Select the Authorized User tab
 - Follow the on-screen instructions

- An email will be sent to the Authorized User with their login credentials