



Creating Parent/Student Designee Access

Students are now able to grant access to their accounts through Self-Service. Parents and other designees will be able to view information and pay bills with their own access. Each student maintains control of the Parent/Student Designee's account; i.e. username, password and accessible information.

Step	Action
1.	From the Student Center page, scroll to the bottom and click Grant Addl Access to Your Acct .
2.	Enter the desired information into the First Name field.
3.	Enter the desired information into the Last Name field.
4.	Enter the email address of the person to whom you are granting access in Their Email field.
5.	The User ID will default to a portion of the email address.
6.	Enter the desired information into the Password field.
NOTE	Enter a password that must contain at least a single digit. Reminders: You have full control and can change this password at any time. You will need to reset passwords if your designee forgets them. You will need to communicate any changes to your parent or designee.
7.	Enter the desired information into the Confirm Pswd field.
8.	To give access to all of your information, click the Grant Access to All Functions button.
9.	To limit access, select individual checkboxes to view specific information.
10.	Click Save
11.	Click OK
12.	Congratulations! You have successfully created additional access to your information in COIN. Your parent or designee will receive an email from saprd90@umassp.edu . Be sure to communicate to your parent or designee their password. End of Procedure.