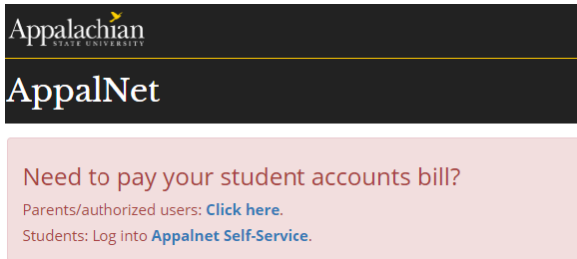


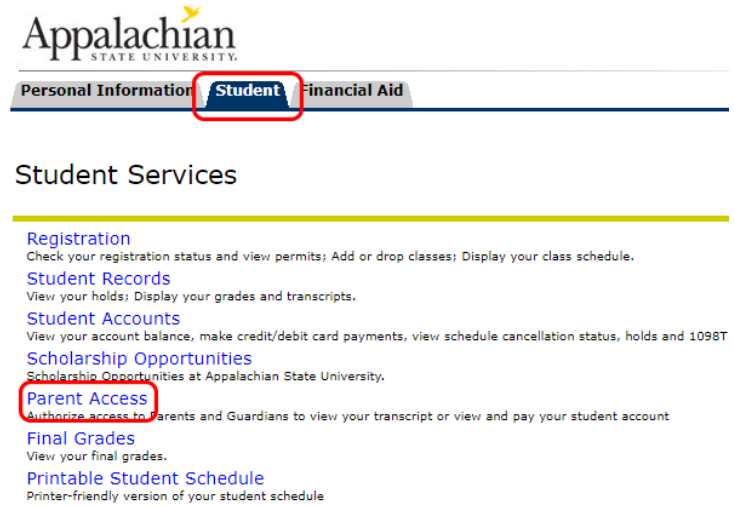
Parent and Family Information Access:

Under the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), Appalachian State University is restricted in releasing student information without the consent of the student. At the post-secondary level, parents do not have automatic access to the student's education records. If you would like to give a parent or family member access to your information, please follow these instructions.

1. Go to appalnet.appstate.edu and log in using your student information.



2. Click on the 'Student' tab and select 'Parent Access' from the menu



3. Enter the full name and a current email address for up to two people.

Parent Portal Access

To allow online access to a parent, guardian or third party; update the name(s) of the individuals that are authorized to view information (available under the Personal Information tab) and the assigned pin number. Access is granted by providing authorized access to the Parent Portal.

Note: Student Accounts access allows viewing and credit card payment. Financial Aid and Academic Records Information is available under the Personal Information tab.

Beginning with Fall 2011 billing, if a student wants notifications about Student Accounts billing e-mailed to parents or guardians, they must check the "Parent Portal Access" box.

Authorized Access Granted:

Enter name(s) of parent/guardian or third party:

First Name: Middle Name: Last Name:

Email:

First Name: Middle Name: Last Name:

Email:

4. Assign a 6-digit, numbers-only PIN. If you are adding access for two individuals, they will share the same PIN.

Pin Assignment:

Enter the 6-digit (numbers only) pin:

Pin:

5. Select the areas that you would like your family member to access and click 'Submit'. If you do not grant access to a category, they will not be able to obtain information from that office.

Select the Appropriate Access:

- Financial Aid Information
- Academic Records Information
- Student Accounts Information (Does not include authorization to the Touchnet Billing and Payment Center)
- Conduct Records
- Housing Records
- Varsity Athletics Information
- Office of Disability Resources

For authorized family members:

When contacting an office on behalf of your student please have your students full name, banner ID number, and your access PIN. The university will need this information in order properly to assist you.

For more information on the Family Educational Rights and Privacy Act of 1974 (FERPA), visit <https://registrar.appstate.edu/resources/ferpa-parents>