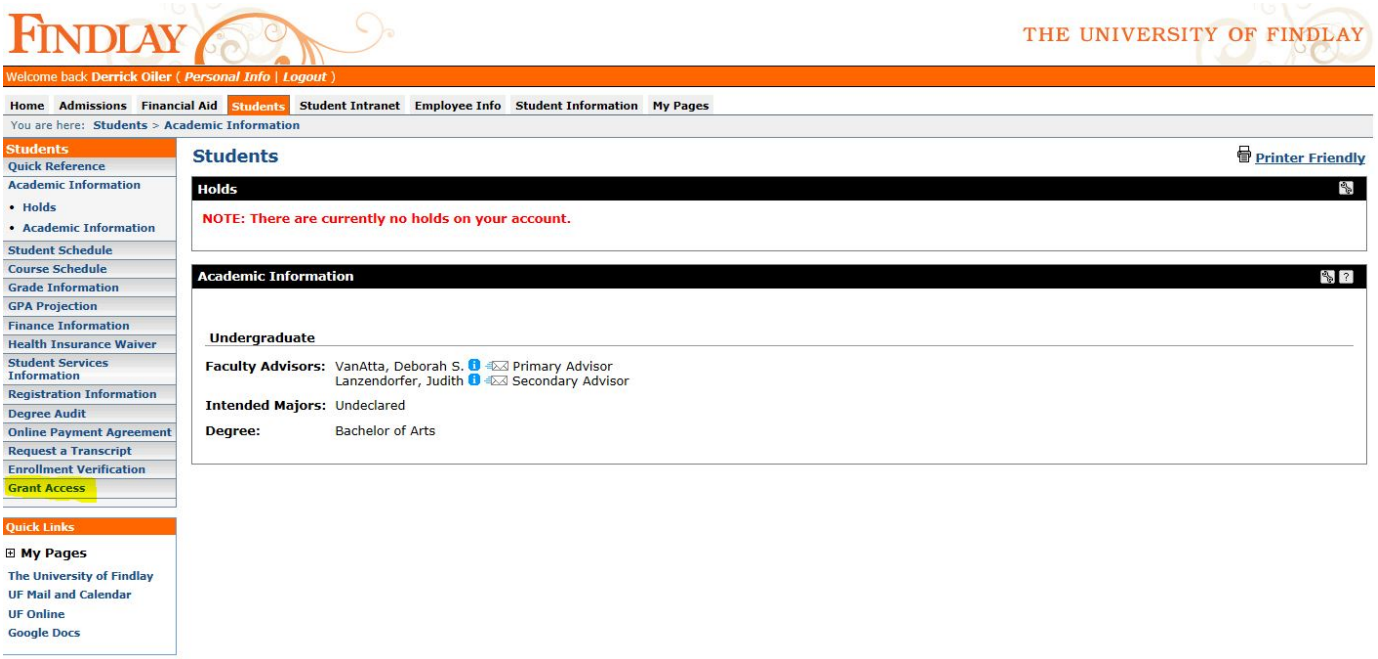
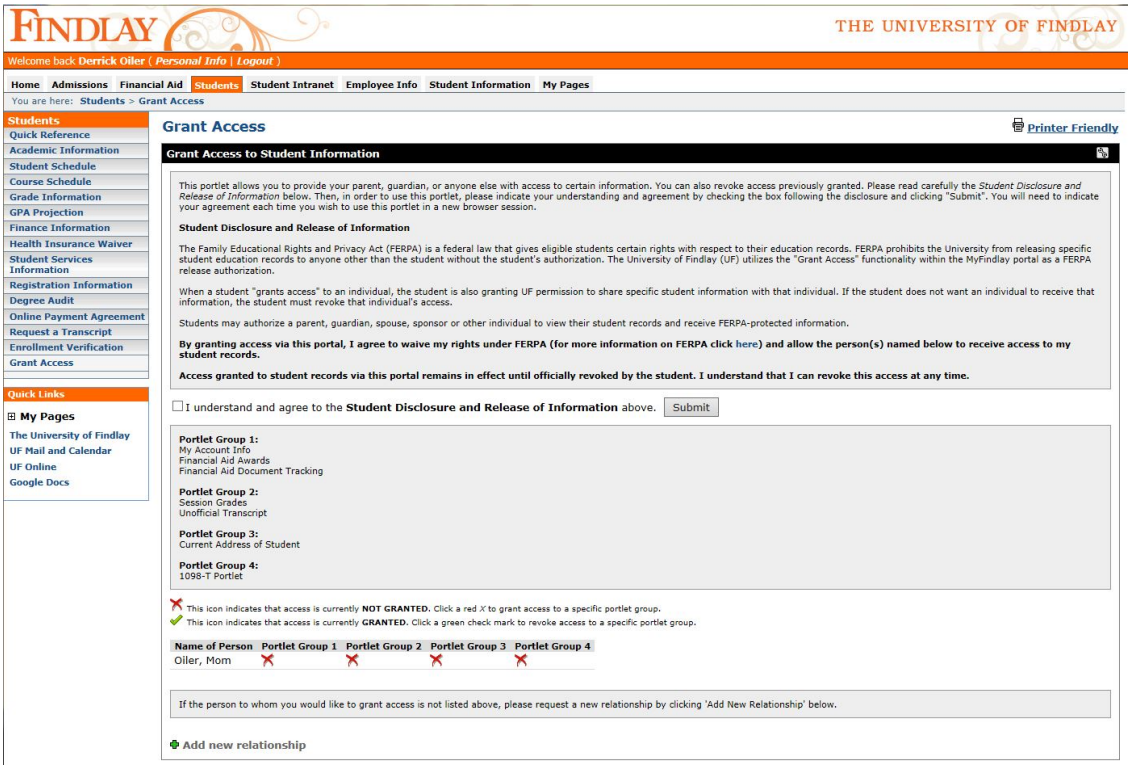
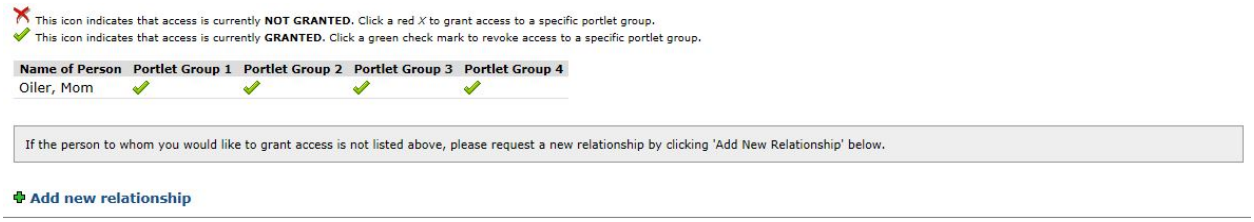
In myFindlay, the student goes to the Students tab and clicks on the “Grant Access” page.



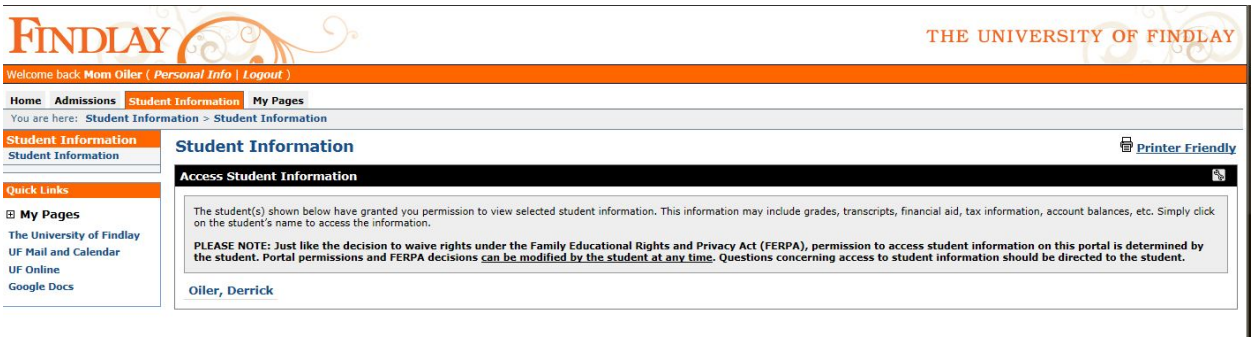
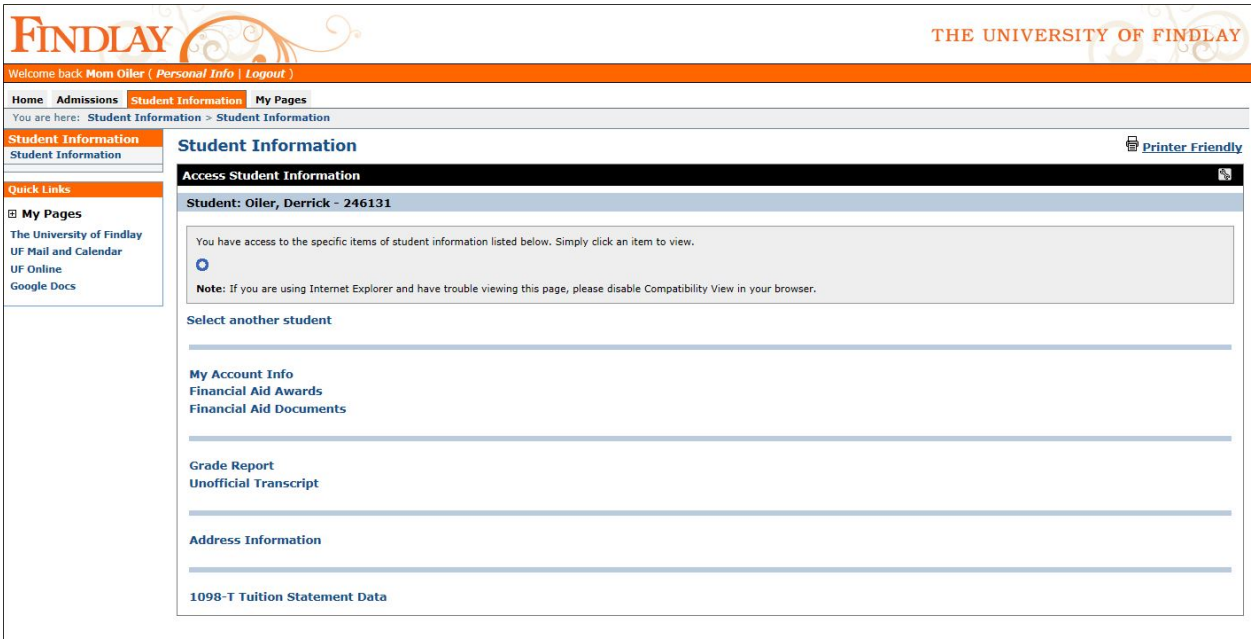
The student is now on the Grant Access page. After clicking the checkbox and ‘Submit’, the student can grant permissions to certain categories of information. Here Mom Oiler hasn’t been given access to anything yet. If a student doesn’t see the person to whom they would like to grant access listed, the student can request that a new relationship be added. The student will fill out certain required information and submit.



Now, Derrick has given Mom Oiler permission to access all 4 categories of information.



When Mom Oiler logs in and goes to the Student Information tab, she sees a list of all students who have given her access (just Derrick in this case).



Clicking on a student's name, Mom Oiler sees links to the information to which Derrick has given her access.