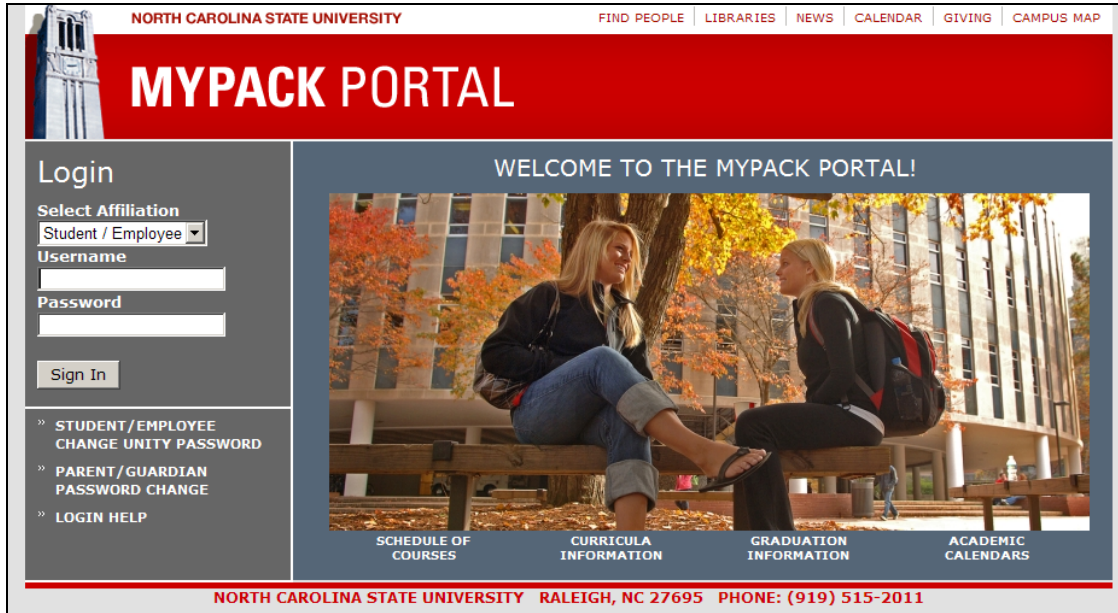


## How to Setup Parent/Guardian Access

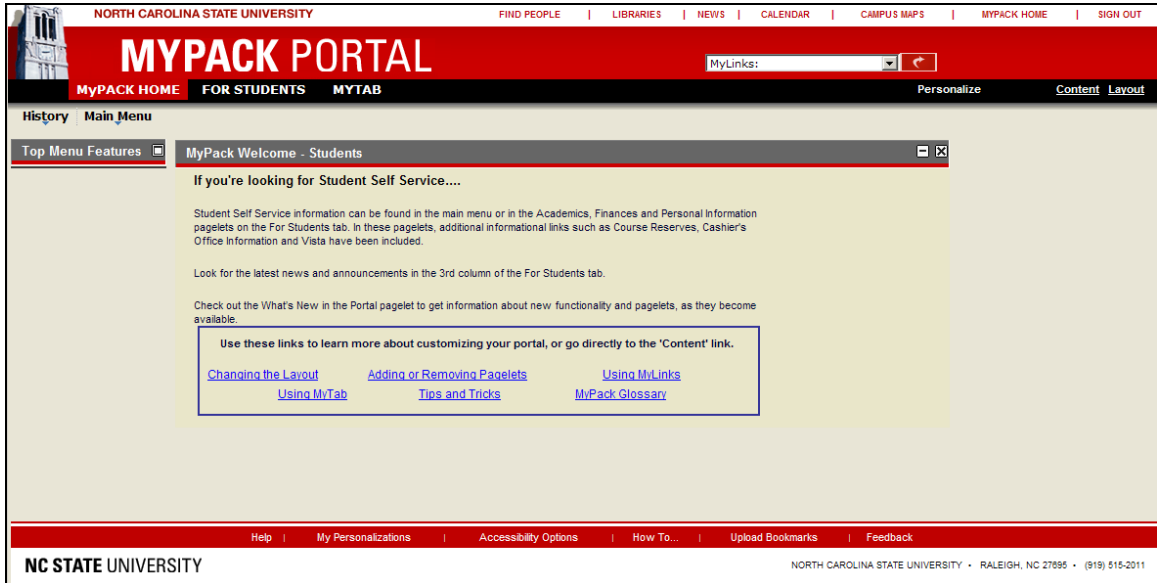
Students should follow these steps to enable parents to view, print, and pay bills online.

1. The student must log into the MyPACK portal at <http://mypack.ncsu.edu> with Unity ID and password.

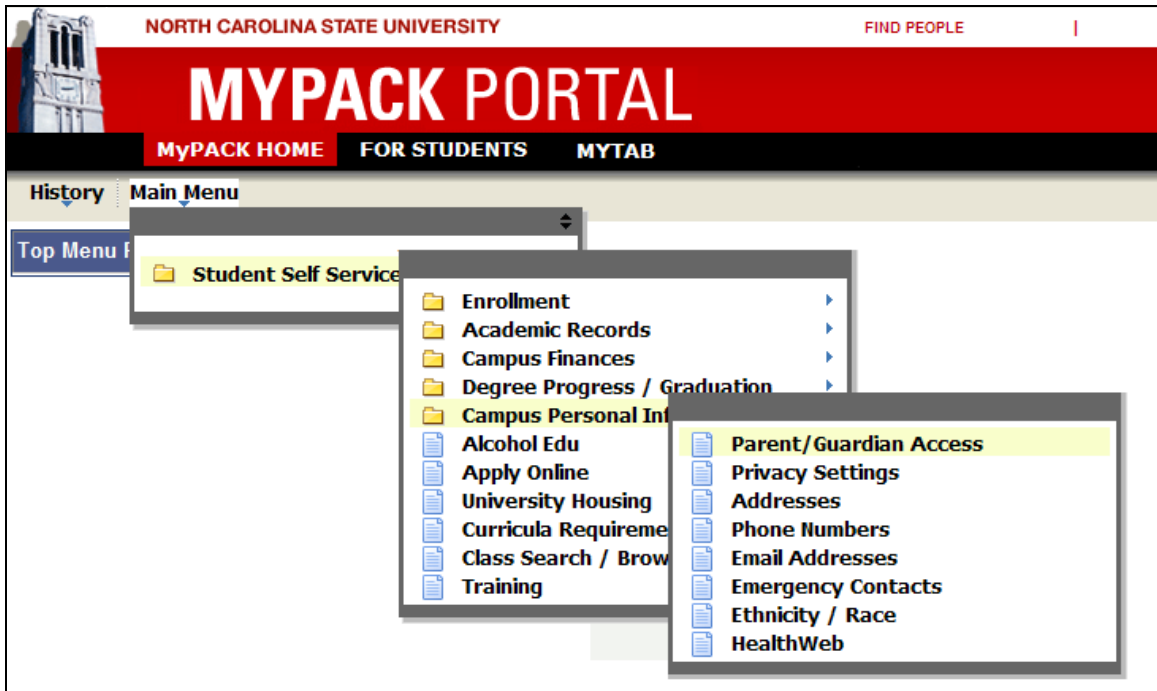


**UNITY ACCOUNT INFORMATION:** If you have problems accessing the MyPACK Portal, or have questions about your Unity ID and password, you may contact the **Help Desk** at 919-515-HELP (4357) or via their website: <http://oit.ncsu.edu/unity-accounts/your-unity-account>.

# CASHIER'S OFFICE & STUDENT ACCOUNTS



- From the “Main Menu”, select “Student Self Service”, “Campus Personal Information”, “Parent/Guardian Access”.



# CASHIER'S OFFICE & STUDENT ACCOUNTS

3. On the Parent/Guardian Access page, read the message about granting access.

NOTE: If you previously created a phone inquiry access PIN, you can delete or will have to create a new one when you set up the online access.

Select the "Add Parent/Guardian" button.

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## MYPACK PORTAL

MyLinks:

**MyPACK HOME FOR STUDENTS MYTAB**

History | Main Menu > Student Self Service > Campus Personal Information > Parent/Guardian Access

Wolfpack Student

### Parent/Guardian Access

Please enter the following information about your parent/guardian. The email address entered will be used as the login ID, so please double-check the accuracy of the email address entered. The email address will also be used to notify the Parent/Guardian that the account has been created or with any changes to the account. To create a new account, select the Add Parent/Guardian button.

Parent / Guardian Account Summary	
<p><b>Account Status:</b> Confirmed</p> <p>*First Name: <input type="text" value="Wolfpack"/></p> <p>Middle Name: <input type="text"/></p> <p>*Last Name: <input type="text" value="Parent"/></p> <p>*Email: <input type="text" value="wolfpackparentemail@gmail.com"/></p> <p>Relationship: <input type="text" value="Father"/></p> <p>Phone Inquiry Access: <input type="text"/></p>	<p><b>Access Granted</b></p> <p><input checked="" type="checkbox"/> Student Account / Billing / Payment</p> <p><input type="checkbox"/> Tax Information</p> <p><input type="checkbox"/> Academic Information (Schedule / Grades)</p> <p><input type="checkbox"/> Directory Information (Address / Phone)</p> <p><input type="checkbox"/> Financial Aid (Coming Soon)</p> <p><a href="#">Explain These Options</a></p> <p><input type="button" value="INITIATE PASSWORD RESET"/></p>
<p><b>Account Status:</b> Confirmed</p> <p>*First Name: <input type="text" value="Wolfpack"/></p> <p>Middle Name: <input type="text"/></p> <p>*Last Name: <input type="text" value="Parent2"/></p> <p>*Email: <input type="text" value="wolfpackparent2email@gmail.com"/></p> <p>Relationship: <input type="text" value="Other"/></p> <p>Phone Inquiry Access: <input type="text"/></p>	<p><b>Access Granted</b></p> <p><input checked="" type="checkbox"/> Student Account / Billing / Payment</p> <p><input checked="" type="checkbox"/> Tax Information</p> <p><input checked="" type="checkbox"/> Academic Information (Schedule / Grades)</p> <p><input checked="" type="checkbox"/> Directory Information (Address / Phone)</p> <p><input type="checkbox"/> Financial Aid (Coming Soon)</p> <p><a href="#">Explain These Options</a></p> <p><input type="button" value="INITIATE PASSWORD RESET"/></p>

# CASHIER'S OFFICE & STUDENT ACCOUNTS

4. Read the "Informed Consent" page, including the "Read More" link if you have any questions concerning FERPA. Select the "I grant permission" check box. Select the "Continue" button.

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## MYPACK PORTAL

MyLinks:

**MyPACK HOME FOR STUDENTS MYTAB**

History | Main Menu > Student Self Service > Campus Personal Information > Parent/Guardian Access

### Informed Consent - Important Information for Students

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The federal law called the Family Educational Rights and Privacy Act, also known as FERPA or the Buckley Amendment, maintains that a student's educational and financial records are private and confidential. The information contained in these records may only be released with consent from the student.

- \*By virtue of creating the following "Parent/Guardian" account, you have granted the university permission to share specified records with a third party, such as a family member.
- \*You have the right to revoke this access at any time.
- \*Students still have the primary responsibility to share important information with third parties who have a need or desire to know. This is important for several reasons.

[Read More About Informed Consent](#)

I grant North Carolina State University permission to share the educational records I selected during this registration process with the third parties (parents, guardians etc.) that I identified as part of this registration process. I am granting the University permission to share these education records through MyPack Portal so that the third party I identified may efficiently review the education record that I authorized the University to release.

I grant NCSU permission to release the identified education records.

CONTINUE

# CASHIER'S OFFICE & STUDENT ACCOUNTS

5. Follow the instructions on the page and click the "Submit" button once complete.

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## MYPACK PORTAL

MyLinks:

**MyPACK HOME FOR STUDENTS MYTAB**

History Main Menu > Student Self Service > Campus Personal Information > Parent/Guardian Access

### Add Parent/Guardian Access

First Name:   
 Middle Name:   
 Last Name:   
 Relationship:

**Access Granted**

Student Account / Billing / Payment  
 Tax Information  
 Academic Information (Schedule / Grades)  
 Directory Information (Address / Phone)  
 Financial Aid (Coming Soon)

[Explain These Options](#)

**Create Account**

The email address you enter will be used to create a new account for this Parent/Guardian and will be their user name when logging into the MyPack Portal. This will also be the email address to which instructions for login access will be sent. If the Parent/Guardian is a current employee or student at NC State, please enter the person's Unity ID to add the Parent/Guardian access to the existing Unity ID.

Email Address:  (all lowercase)  
 Re-Enter Email:

OR

Unity ID:

**Phone Inquiry Access**

PIN:  [What's This?](#)  
 Hint Question:

**SUBMIT**

- a. Enter the guardian name of the person you would like to grant access to view your records.
- b. Indicate which records should be released. Select from "Student Account" (billing, payment), "Academic Info" (grades, schedule) and "Directory Info."
  - **Student Accounts / Billing / Payment** - Grants access to view and print current and past bills, view current charges and the ability to pay online.
  - **Tax Information** - Grants access to view and print 1098T information. You must grant Student Account access in order to allow access to tax information.
  - **Academic Information** - Grants access to view Class Schedules, Grades, Transcript and Transfer Credit information.

## CASHIER'S OFFICE & STUDENT ACCOUNTS

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- **Directory Information** - Grants access to view student directory information, such as local address and phone number. Even if a FERPA block has been set and your information is not being shown in the 'FIND PEOPLE' directory, selecting this option will allow this parent/guardian to view this information.
  - **Financial Aid** - Coming Soon
- c. Enter the parent/guardian's email address. Re-enter parent/guardian e-mail address
  - d. Create a PIN for phone inquiry access and hint for this code (the guardian will be required to provide this code if they call to find out student information). For example, if you grant access to your father, you might set his access code to your mother's birthday. In this case you might provide the following hint: Mom's Birthday MMDDYY.
  - e. Grant your consent by clicking on the Submit button.

NOTE: An e-mail confirmation will be sent to the guardian e-mail account.

For complete information on the University policy concerning student privacy, please go to: [http://www.ncsu.edu/legal/legal\\_topics/student\\_privacy.php](http://www.ncsu.edu/legal/legal_topics/student_privacy.php).