## **INSTRUCTIONS FOR GRANTING PARENT AND/OR GUARDIAN ACCESS**

Before granting access, parents/guardians must complete the <u>Associate Account</u> registration process. If the parent/guardian is current UMD staff, faculty, or student, access may be granted using a UMD Directory ID.

1. Log in to <u>Testudo</u> and click the My Profile link.

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Tu	W	Th	My Profile Logout F
L <b>101 (BL03)</b> I - ONLINE		ENGL 101 (BL03) LEC - JMZ 2207	

 Find the Parent/Guardian Access section of the page and enter the Associate Account ID or Directory ID of the account to which you are granting access (Associate Account ID's are full email addresses). Click Grant.

NAME	CONTACT INFORMATIC	🖊 EDI		
Registration, Test D.	Profile Access is set to <b>Public</b>			
Request Name Change	Email mtan@exch.mail.umd.edu	Permanent Phone (301) 314 - 8240	Permanent Address 1011 Main Admin College Park, MD 20743	
100316421	Email is the university's official form of	Daytime Phone None Mobile Phone None	United States Local Address 1130 Mitchell Bldg College Park, MD 20742 United States	
BARCODE	communication. You may not use @umd.edu or @mail.umd.edu addresses here. (Students should typically use @terpmail.umd.edu if they want their umd.edu email)			
The barcode on the back of your ID is: 21430014464303				
PARENT ACCESS		Local Phone (301) 314 - 8240		
Enter parent/guardian email address/UMD				

3. The authorized account will appear in a table in the **Parent/Guardian Access** section, displaying an expiration date and action buttons to **Remove** or **Renew** access. You may grant access to additional accounts as well. You **must** renew access at least once a year or you will need to grant access for the account again.

PARENT ACCESS					
Email	Expiration	Status	Action		
tregistc	02/21/2018	active	REMOVE		
Enter	parent/guardi directory id t	an email a o grant a	address/UMD ccess:		
	*This field	d is required	1.		

## For technical support, contact the IT Service Desk:

301-405-1500 | <u>itsc@umd.edu</u>

Monday – Thursday: 8:00am-10:00pm; Friday: 8:00am – 6:00pm

For records or registration support, contact the Office of the Registrar:

301-314-8240 | <u>registrar-help@umd.edu</u> Monday – Friday: 8:00am-5:00pm