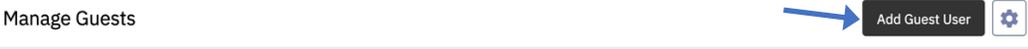
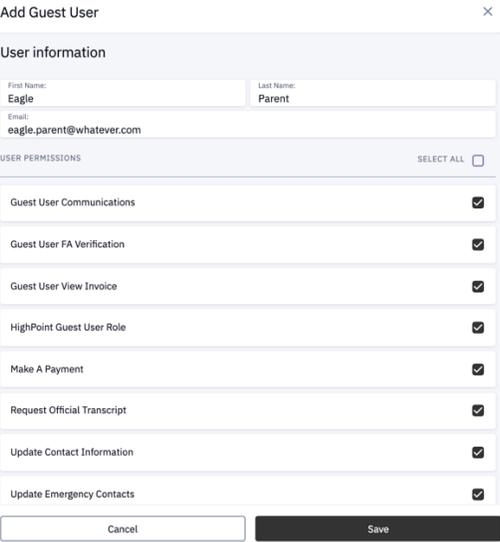


## Students: Manage Guests / Parent-Guardian Access

1.	<p>Within SOAR, click the <b>Manage Guests</b> menu option.</p> 
2.	<p>Click the <b>Add Guest User</b> option at the top-right of the page.</p> 
3.	<p>Complete the Terms &amp; Conditions section.</p> <p>I understand that, by selecting the "I accept" button below, I am giving written consent for University representatives to disclose student information specified by me herein to the individual(s) identified as a contact name for the purpose of facilitating the administration of the specified information. I am entitled to change, amend or rescind this authorization at any time.</p> <p><input checked="" type="checkbox"/> I agree with the Terms and Conditions</p> <p><input type="button" value="Decline"/> <input type="button" value="Accept"/></p>
4.	<p>Complete the Add Guest User section as prompted.</p> 
5.	<p>NOTE: Permissions can be edited. NOTE: the ellipses will generate a new password for the guardian.</p> 

