



Granting SOAR Access to Another Person

Step	Action
1.	<p>After logging into SOAR, click the Parent/Guardian Access tile.</p> <p style="text-align: center;">Parent/Guardian Access</p> 
2.	<p>Click the Add New User button.</p> 
3.	<p>a. Complete the form to add your parent/guardian</p> <p>b. Click the Accept Authorization checkbox</p> <p>c. Click the Add button</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Authorized Users Name <input type="text" value="Abby Smith"/></p> <p>Email Address <input type="text" value="abby.smith@whatever.com"/></p> <p>Confirm Email Address <input type="text" value="abby.smith@whatever.com"/></p> <p>UserId P1954098</p> <p>Password <input type="text" value="12341234"/> Password Criteria</p> <p>Confirm Password <input type="text" value="12341234"/></p> <p>By selecting the box below, I grant The University of Southern Mississippi permission to share the academic and financial records with the Authorized User indicated above. Note: If you do not wish to grant complete academic and financial access, please click CANCEL to return to the main menu. Please select the Accept Authorization box and click the ADD button if you want to complete this authorization.</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Accept Authorization</p> <p style="text-align: center;"> <input type="button" value="ADD"/> <input type="button" value="CANCEL"/> </p> </div>