

## Instructions on Providing Parent/Spouse Access to WebAdvisor Information

Due to federally mandated FERPA regulations, parents and spouses do not automatically have rights to view a student's records. A student must give those rights to the parents or spouse as outlined below:

### Student:

1. Go to [webadvisor.regis.edu](http://webadvisor.regis.edu).
2. Click **WebAdvisor Login** and log in using your RegisNet ID and password.
3. Select **Students**.
4. Under Academic Profile, select **Manage Parental Access**.
5. If you acknowledge Regis University's FERPA release, click **I Agree**.
6. The **Manage Parent/Spouse Access** window will appear. If you provided parent or spouse information during the Admissions process, you will see the name and contact information of those individuals. If you need to add any names, call the Academic Records and Registration Department at 303-458-3595 or 303-458-4366.
7. In the Consent Status dropdown, select **Grant** and then click **SUBMIT**. Note: You can grant permission for only one person at a time.
8. On the **Access Grant** screen, click **Submit** again and the **Access Confirmation Granted** screen will appear.
9. Log out.

➤ Note: To revoke access, please follow the same process as granting access.

Once the student has given permission for a parent or spouse to access information on WebAdvisor, it is necessary for the parent or spouse to create a RegisNet account. This will need to be done only one time.

### Parent/Spouse Account Setup:

1. Go to [webadvisor.regis.edu](http://webadvisor.regis.edu).
2. Select **Parents** (left navigation bar).
3. Select **Parent WebAdvisor Request**.
4. Enter the required information and **SUBMIT**. This verifies that you are the parent/spouse.
5. The **Request RegisNet Account** screen will appear. Your login name is provided here; please write it down for future reference. Fill out the form to create a password. The password must be between 6 and 9 digits containing both letters and numbers. Click **SUBMIT**.
6. If you have completed the necessary steps, you will get an **Account Request Successful** screen. You can now log in and retrieve information.

### Parent/Spouse Login:

Once you have a RegisNet account, you can go to [webadvisor.regis.edu](http://webadvisor.regis.edu) and log in using the login name given to you when you created your RegisNet account. Select **Parents** and click the **Student Information Menu**.

If you have questions, please call Regis University at 303-458-4126 or 1-800-569-8932.