Student Record Access Instructions

If you are a student, please follow the instructions for granting access under the Student heading. If you are a parent, spouse or other authorized user, please follow the instructions for receiving access under the Authorized User heading.

Students (How to grant access):

Granting access is a two-part process. Once you complete step 1, you will need to wait until your request is processed (24-48 business hours) before you can proceed to step 2.

Step 1:

1. Log into WebAdvisor using your RegisNET username and password.
2. Go into the Students menu and choose Student Record Access, which is located under User Account.
3. Click on Student Record Access-Step 1(Request to Add a Person)

This menu allows students the ability to grant student record access to an authorized person. This is a two step process.

-Step 1: Click on "Student Record Access - Step 1 (Request to Add a Person)" and follow directions. Once this step is completed, Regis will create 8 your request.

You will be notified by email when you can proceed to Step 2.

-Step 2: Click on "Student Record Access - Step 2 (Sign FERPA Release and Grant Access)" and follow directions. Once this step is completed the process will be completed.
4. Enter your Authorized User’s information and click Submit. It is important that you use the current email address of your authorized user because that is how they will be notified of access.

5. Once you hit submit, you will be notified by your Regis email when your request has been processed and you can proceed to step 2. This usually takes about 24-48 business hours.

Step 2:

1. After you are notified by email that your request has been processed, you will need to login to WebAdvisor again.
2. Just as you did before, you will use the Student Record Access link under User Account to complete this process.
3. Click on the Student Record Access Step 2 (Sign FERPA release and grant access) link.

4. Once you have read through the FERPA information provided on this screen, click the I Agree button.
5. Make sure the box is checked next to the Authorized User’s name and determine the access you want to give them. You can give them academic information, financial information or both. (See below the screen shot for the list of specific access under each category).

<table>
<thead>
<tr>
<th><strong>1. Academic Record:</strong></th>
<th><strong>Financial Information:</strong></th>
</tr>
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<tbody>
<tr>
<td>View Student Transcript</td>
<td>Financial Aid by Year</td>
</tr>
<tr>
<td>View Student Schedule</td>
<td>Financial Aid by Term</td>
</tr>
<tr>
<td>View GPA by Term</td>
<td>Financial Aid Awards</td>
</tr>
<tr>
<td>View Student Grades</td>
<td>Student Documents</td>
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<tr>
<td>View Student Profile</td>
<td>Make a Payment</td>
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<tr>
<td>Search for Sections</td>
<td>Pay Regis Payment Option</td>
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<tr>
<td>Search for Program</td>
<td>Payment Plan Schedule</td>
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</tbody>
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<table>
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<tr>
<th></th>
<th>Registration Invoice</th>
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<tr>
<td></td>
<td>Statement of Account</td>
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<td></td>
<td>Account Summary</td>
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<td></td>
<td>View 1098T</td>
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6. Once you click submit on this page, the Authorized User will get an email letting them know about the access and how to proceed.

7. To revoke or modify access, use the above screen. To modify, make sure the box is checked and change access as appropriate. To revoke access, uncheck the box next to the Authorized User’s name and choose the blank line under the Access Level. An email will be sent to the Authorized User letting them know of the rescinded access.

**Authorized Users (How to receive access):**

1. Once the student has granted you access, you will receive an email to the email address he/she provided us when they were setting up your permissions. This email will have a link to WebAdvisor and show you the student’s 7–Digit Regis ID number, which you will use to set up your access. It is a good idea to keep this email on hand.
2. Go to WebAdvisor following the link in the email you received and click on the Parents Menu.

3. Under the Account Information heading, click on Request/Modify a WebAdvisor Account.

4. Enter your first and last name and the student’s last name in the fields.
5. Then you will need to enter two of the three fields below. Decide if you will use the student’s Social Security Number, the student’s 7-Digit Regis ID number (which was in the email you received) or the student’s birth date. Once you enter two of those three fields, click submit.

6. Now you will set up your account by creating a password and security questions. You will also see your Regis ID number and a place to confirm your birth date. Once you have created your security question and answer and confirmed your birth date, click Submit.

7. You now have a user name which is located at the top of this screen. Use this user name, along with your newly created password to log in here.
8. Check the box beside the students name and click submit. You now have access to the student’s record.

Please note: Students can revoke or modify access at any time. If this happens, you will receive an email letting you know about the rescinded access. Unfortunately, Regis University staff and faculty cannot reinstate permissions on the student’s behalf. You must contact the student directly to get access to the student record.

QUESTIONS?

CONTACT STUDENT SERVICES:

303-458-4126 or 800-568-8932 or
studentservices@regis.edu

Or walk in to any campus location (4th floor Main Hall or Claver Hall near the grill area at Lowell) and ask any Associate at the front desk.