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How to Setup Parent/Guardian Access

Students should follow these steps to enable parents to view, print, and pay bills online.

1. The student must log in to the MyPack portal at http://mypack.ncsu.edu with their username and password. Choose the red "Faculty/Staff/Students" icon.

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2. Enter your username and password and proceed to log in to the MyPack Portal.

3. After logging into the MyPack Portal, you should reach the Student Center. If you aren't automatically taken to the Student Center, you can reach it by clicking "Main Menu", "Student Self Service", and then "Student Center".

4. At the bottom of the Student Center, click "Add/Update Parent Information".
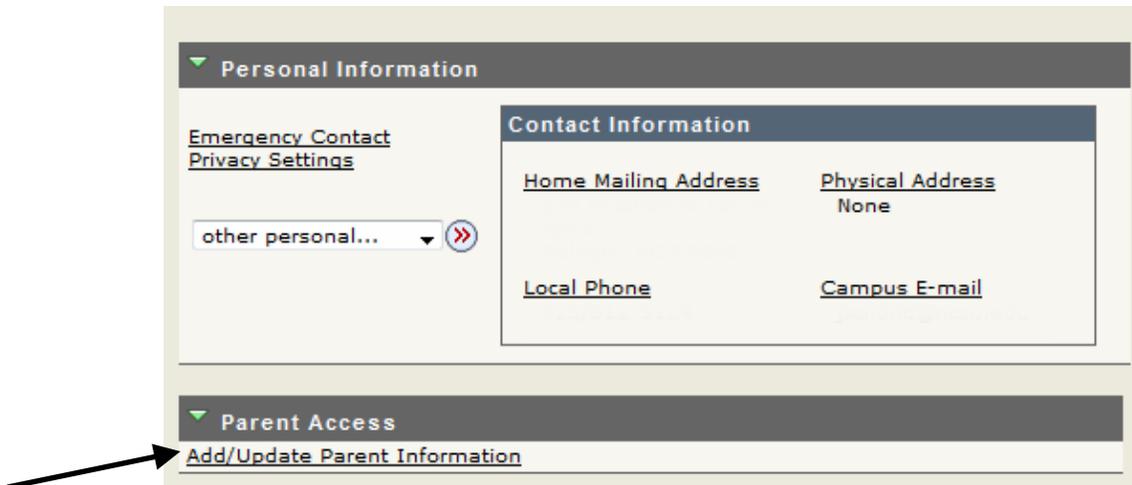
5. On the "My Relationships Information" page, click the "Add Relationship" button.

6. On the "Relationships Update" page, enter as much information as you can about the person you are adding to your account.

Relationships Update

Name

*Relationship	[▼]
Name Prefix	[ ] 🔍
*First Name	[ ]
Middle Name	[ ]
*Last Name	[ ]
Name Suffix	[ ] 🔍

Address

Country	[ ] 🔍
Address Line 1	[ ]
Address Line 2	[ ]
Address Line 3	[ ]
City	[ ] State [ ] Postal [ ]

Phone/Email Address ❓

Work Phone	[ ]
Home Phone	[ ]
Email	[ ] [Edit Email]
Confirm Email	[ ]

Receive information from Parents and Families Services? ❓

[All Parent Communications ▼] ☑

Education / Employment

Employer	[ ]
Occupation	[ ]
Education Level	[▼]

[SAVE] [CANCEL]

7. After completing this page, make sure to click the "Save" button.

Education Level [▼]

➤ [SAVE] [CANCEL]
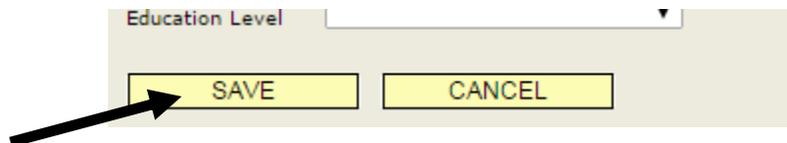
8. You will be taken back to the "My Relationships Information" page. On this page, click the "Grant Parent Access" that corresponds with the person you just added to your account.

My Relationships Information

Before granting parent access and creating a parent portal account, please confirm the email address listed is correct. Instructions for completing the Parent Portal Account will be sent to this email address and this email address will be the User ID for the parental account.

You may change the email address by clicking on the "Edit Relationship" button, prior to granting access. Once the account creation process has been initiated it must be completed and confirmed by the parent before the email address can be changed.

Students with parents that are active NC State employees:
If your parent or guardian is an active NC State University employee, you may add Parental Access to their exiting MyPack Portal account. You will need their Unity ID for this process. Please see additional instructions under "Account UserID" once the account process is started.

Active Relationships (1) ?

Relationship	Name	Email	Edit Relationship	Grant Parent Access
Mother	Mrs. Wuf	MrsWuf@ncsu.edu	Edit Relationship	Grant Parent Access

Add Relationship

Save Changes

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9. Read the "Informed Consent" page, including the "Read More" link if you have any questions concerning FERPA. Select the "I grant permission" check box. Select the "Continue" button.

Personal Information	Privacy

| addresses | phone numbers | email addresses | emergency contacts | ethnicity / race | parent access |

Informed Consent - Important Information for Students
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The federal law called the Family Educational Rights and Privacy Act, also known as FERPA or the Buckley Amendment, maintains that a student's educational and financial records are private and confidential. The information contained in these records may only be released with consent from the student.

*By virtue of creating the following "Parent/Guardian" account, you have granted the university permission to share specified records with a third party, such as a family member.

*You have the right to revoke this access at any time.

*Students still have the primary responsibility to share important information with third parties who have a need or desire to know. This is important for several reasons.

Read More About Informed Consent

I grant North Carolina State University permission to share the educational records I selected during this registration process with the third parties (parents, guardians etc.) that I identified as part of this registration process. I am granting the University permission to share these education records through MyPack Portal so that the third party I identified may efficiently review the education record that I authorized the University to release.
☑ **I grant NCSU permission to release the identified education records.**

Continue

10. Follow the instructions on the page and click the "Submit" button once complete.

a. Enter the guardian name of the person you would like to grant access to view your records.
b. Indicate which records should be released. Select from "Student Account" (billing, payment), "Academic Info" (grades, schedule) and "Directory Info."

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- Student Accounts / Billing / Payment - Grants access to view and print current and past bills, view current charges and the ability to pay online.
- Tax Information - Grants access to view and print 1098T information. You must grant Student Account access in order to allow access to tax information.
- Academic Information - Grants access to view Class Schedules, Grades, Transcript and Transfer Credit information.

   c. Enter the parent/guardian's email address. Re-enter parent/guardian email address.
   d. Create a PIN for phone inquiry access and hint for this code (the guardian will be required to provide this code if they call to find out student information). For example, if you grant access to your father, you might set his access code to your mother's birthday. In this case you might provide the following hint: Mom's Birthday MMDDYY.
   e. Grant your consent by clicking on the Submit button.

   NOTE: An e-mail confirmation will be sent to the guardian e-mail account.

For complete information on the University policy concerning student privacy, please go to:
http://www.ncsu.edu/legal/legal_topics/student_privacy.php.