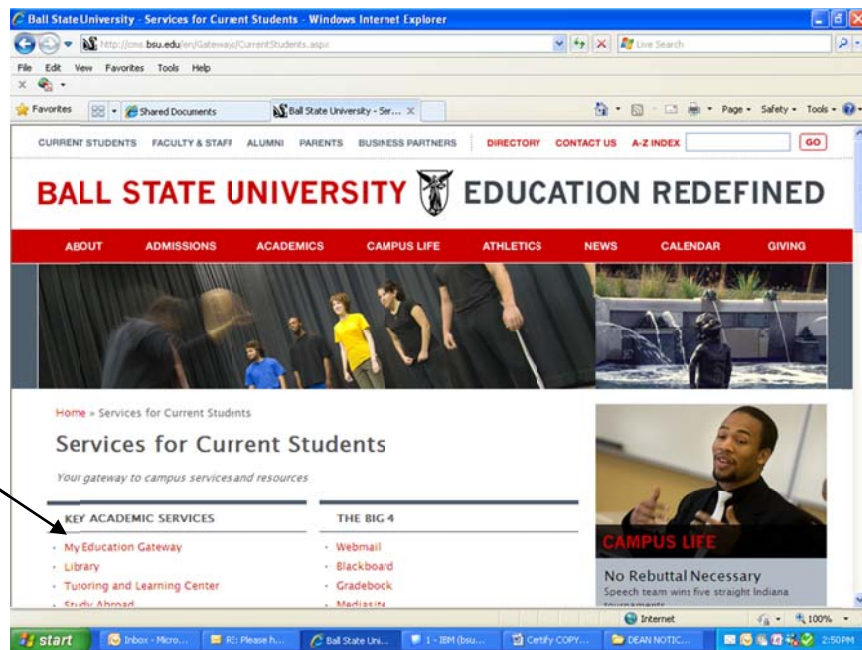


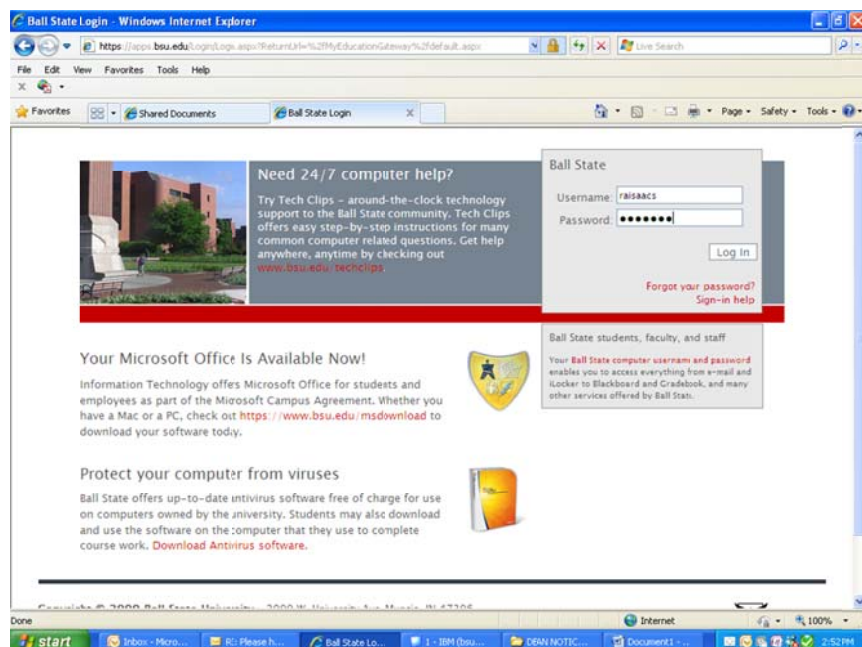
MY EDUCATION GATEWAY Step-by-Step Guide to Grant Permission to Parent/Family Member

PASSPORT ID - if you created a Passport ID through the Undergraduate Admissions process you DO NOT need to create another one to access to the Parental Education Gateway site. If you have forgotten the password you may change it [here](#). Please note: Passport ID's are not able to be edited. This means the name/email combination originally used during account creation stay with the Passport forever.

1. Log-on to www.bsu.edu, click on "Current Students," Click on "My Education Gateway"



2. Enter Student's BSU Username & PW

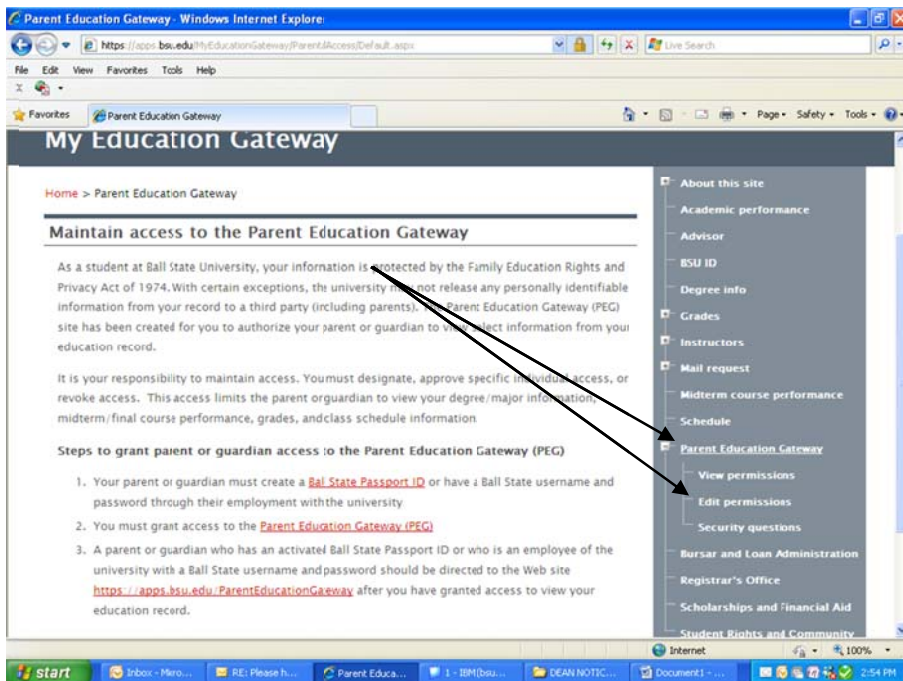


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3. Student: To Grant permission to Parent/Family member, select “Parent Education Gateway” and then “Edit Permission”

****NOTE: PARENTS MUST SET-UP BSU PASSPORT ID BEFORE GRANTING THEM PERMISSION ON MEG****



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4. Fill in Each blank accordingly

Parent Education Gateway: add/edit permissions

Parent Education Gateway: add permissions

If your parent or guardian does not have a Ball State e-mail address (*someone@bsu.edu*), he or she must create a [Ball State Passport ID](#) before you can authorize access to the [Parent Education Gateway](#). You must know the parent or guardian has received confirmation from Ball State, acknowledging the creation of the Passport ID.

Through this page, you can grant, revoke, or modify parent or guardian access.

Ball State will maintain a file of the activity from this Web site as part of your education record.

* Required field

Parent information

- * Parent's first name: Saly
- * Parent's last name: Smitherton
- * Relationship: Other family member

Permissions

Parent's last name: [dropdown]

* Relationship: [dropdown]

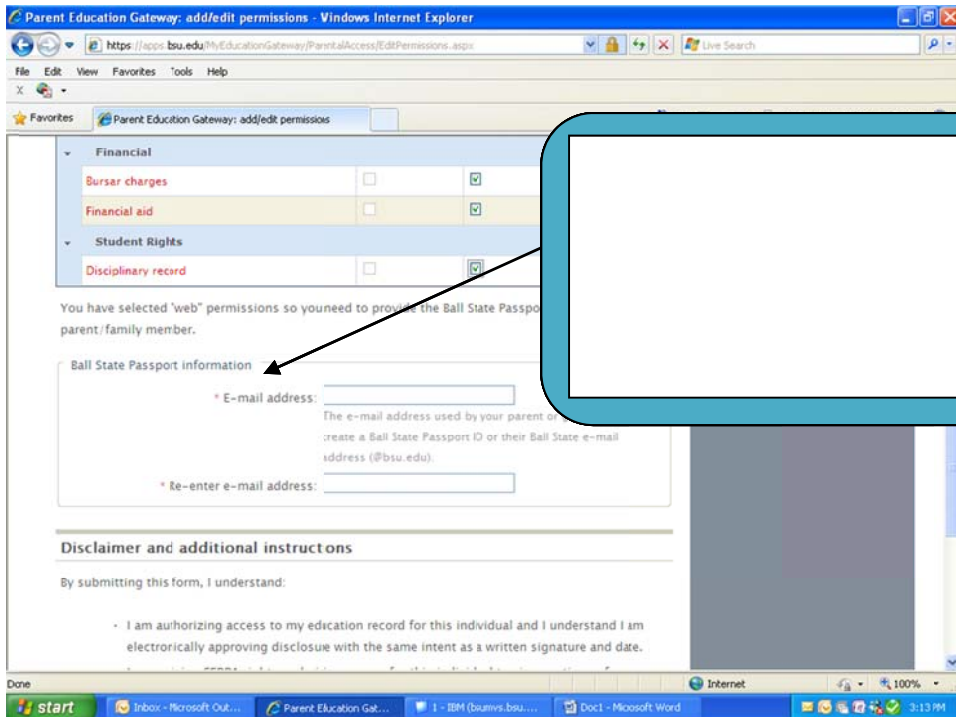
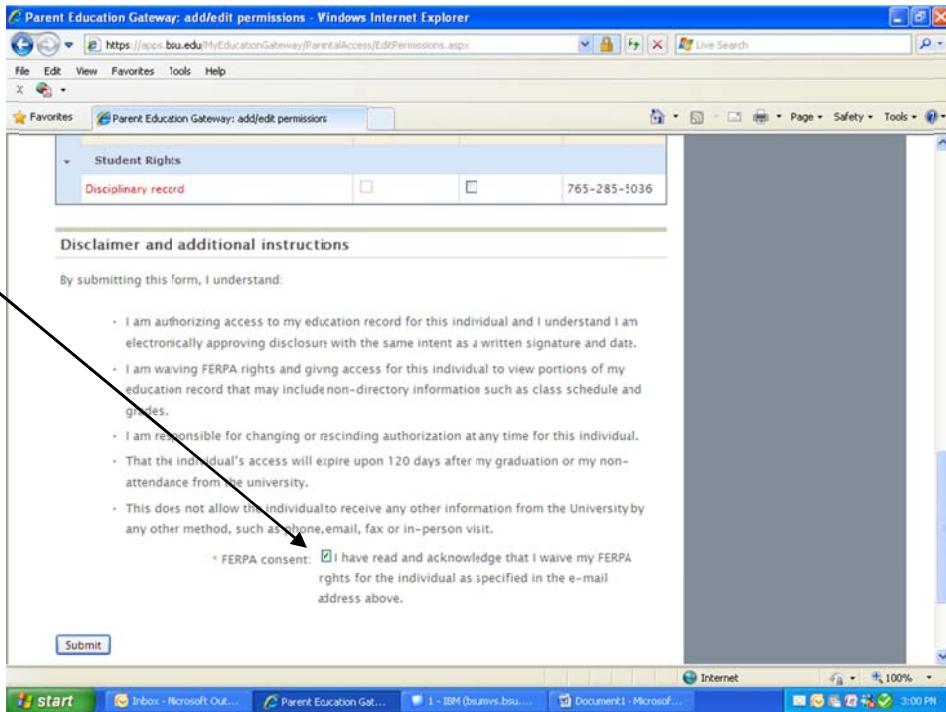
Permissions

Select the appropriate permissions and communication methods below. Note, at this time, not all information is available online - we are working on making this available in the future.

	Web	Conversation	Phone number
Academic			
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	765-285-1722
Class schedule	<input type="checkbox"/>	<input type="checkbox"/>	765-285-1722
Degree and program information	<input type="checkbox"/>	<input type="checkbox"/>	765-285-1722
Final course grades (all semesters)	<input type="checkbox"/>	<input type="checkbox"/>	765-285-1722
Midterm grades	<input type="checkbox"/>	<input type="checkbox"/>	765-285-1722
Final course grades (prior semester only)	<input type="checkbox"/>	<input type="checkbox"/>	765-285-1722
Financial			
Bursar charges	<input type="checkbox"/>	<input type="checkbox"/>	765-285-1643
Financial aid	<input type="checkbox"/>	<input type="checkbox"/>	765-285-5600
Student Rights			
Student Rights and Community Standards	<input type="checkbox"/>	<input type="checkbox"/>	765-285-6036

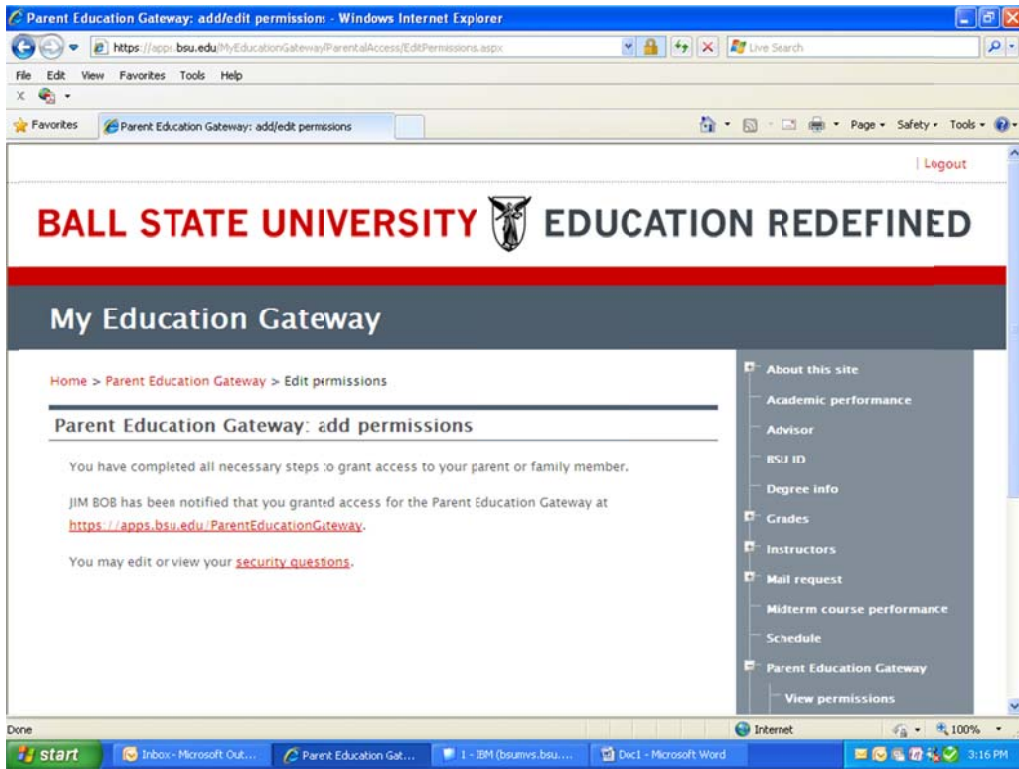
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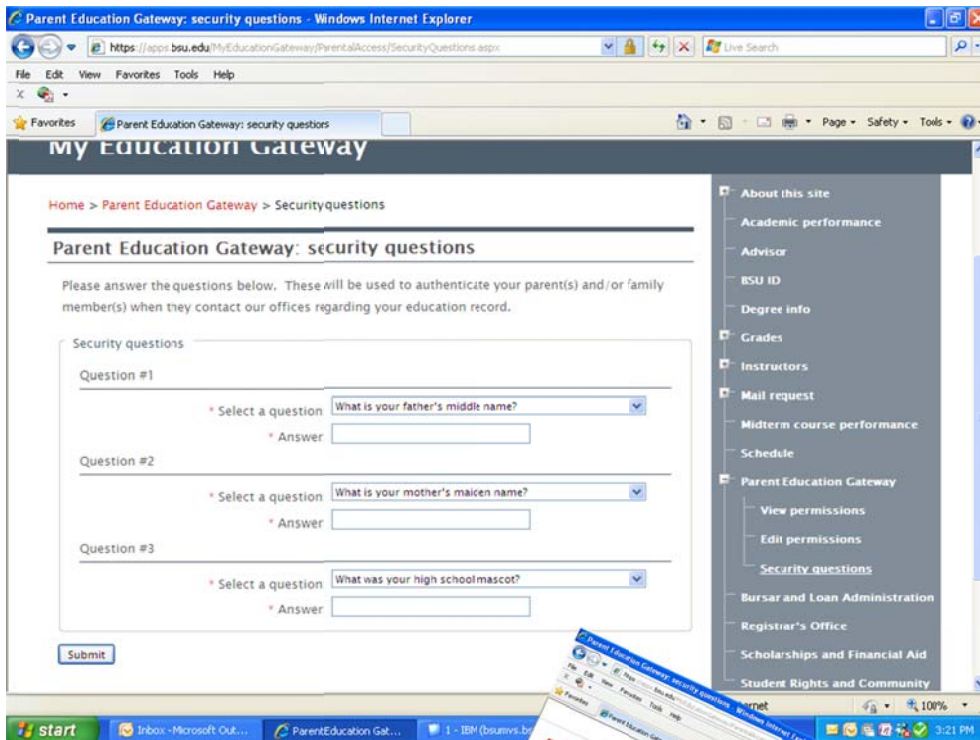


5. Click "Submit" and the following page should appear. Click "you may edit or view your security questions"

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6. Answer Security Questions (Parent/Family Member will answer these questions if they have been granted “conversation” permission and call a specific office with questions)



Ta-Da!



7. The Parent/Family Member granted permission will receive TWO emails: the first one when they successfully set-up a Ball State Passport ID (it will ask them to activate and set-up a Password), and the second email will be received when they are successfully granted access to a student's account.