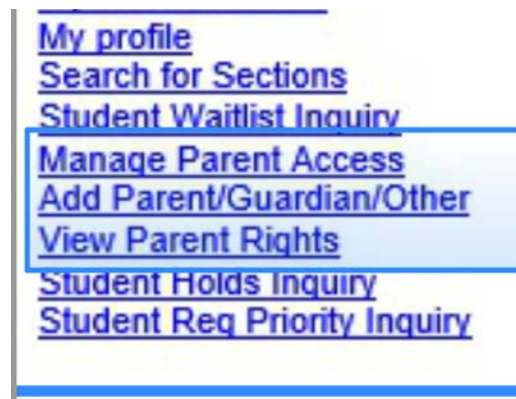


INSTRUCTIONS ON HOW STUDENTS GIVE 3RD PARTIES ACCESS TO WEBADVISOR RECORDS ONLY

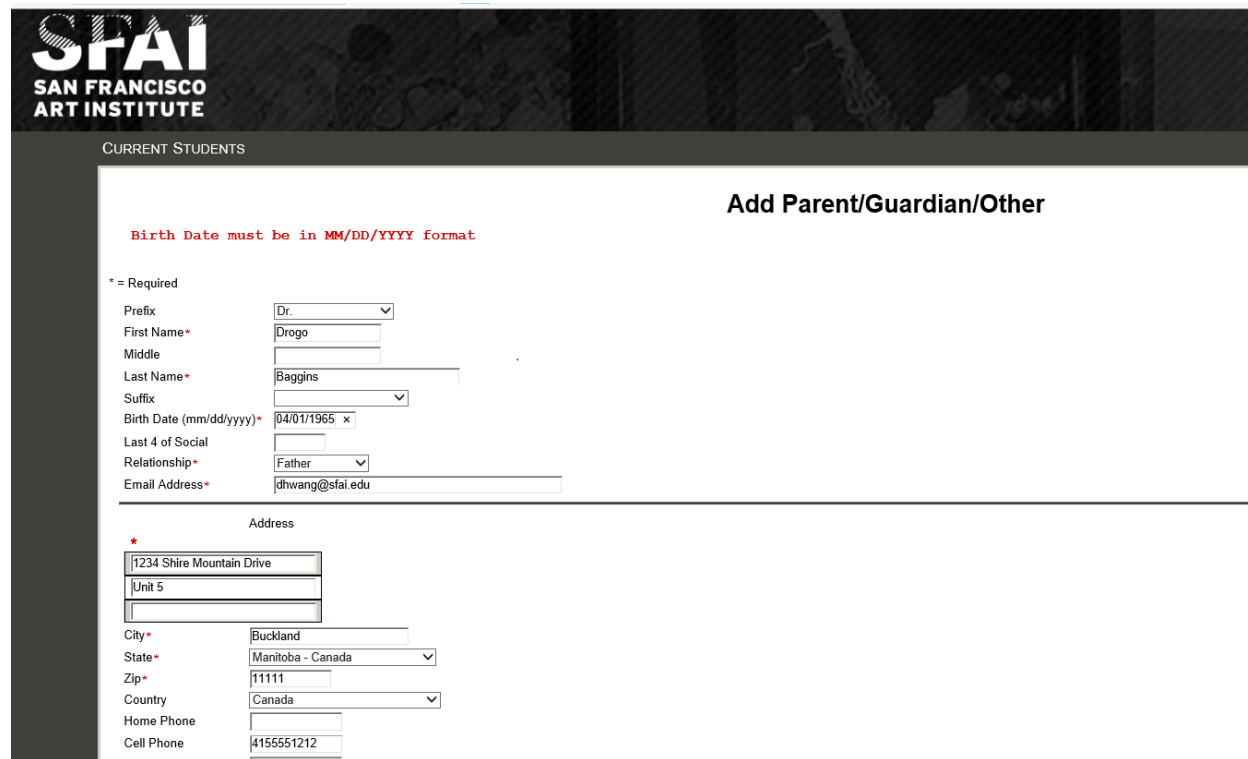
1) GO TO WEBADVISOR: <https://webadvisor.sfai.edu>

After you (as the student) logs in to WebAdvisor, click on "Students" → then "Add Parent/Guardian/Other" under "Academic Forms".



2) ADDING PERSONS

The "Add Parent/Guardian/Other" page will allow you to create a WebAdvisor login for your parent, guardian, or other persons whom you want to have access to your WebAdvisor records. Initial login information will be emailed to the address you provide in this screen.



SFPAI
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ART INSTITUTE

CURRENT STUDENTS

Add Parent/Guardian/Other

Birth Date must be in MM/DD/YYYY format

* = Required

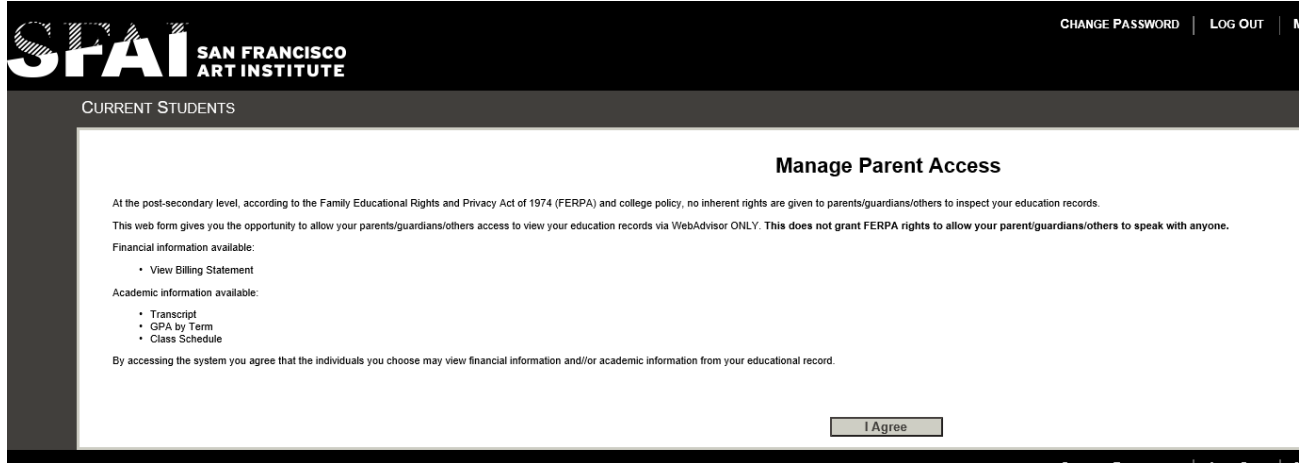
Prefix: Dr. (dropdown)
First Name*: Drogo (text)
Middle: (text)
Last Name*: Baggins (text)
Suffix: (dropdown)
Birth Date (mm/dd/yyyy)*: 04/01/1965 x (text)
Last 4 of Social: (text)
Relationship*: Father (dropdown)
Email Address*: dhwang@sfai.edu (text)

Address

*
1234 Shire Mountain Drive (text)
Unit 5 (text)
City*: Buckland (text)
State*: Manitoba - Canada (dropdown)
Zip*: 11111 (text)
Country: Canada (dropdown)
Home Phone: (text)
Cell Phone: 4155551212 (text)

3) MANAGING PERSONS' ACCESS LEVELS

After adding all persons you wish to give access to, go back to the "Student's Menu" and click on "Manage Parent Access". You as the student will be reminded of the types of records available on WebAdvisor and have to agree to giving these persons access to those WebAdvisor records.



SFAI SAN FRANCISCO ART INSTITUTE CHANGE PASSWORD | LOG OUT

CURRENT STUDENTS

Manage Parent Access

At the post-secondary level, according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and college policy, no inherent rights are given to parents/guardians/others to inspect your education records.

This web form gives you the opportunity to allow your parents/guardians/others access to view your education records via WebAdvisor ONLY. This does not grant FERPA rights to allow your parent/guardians/others to speak with anyone.

Financial information available:

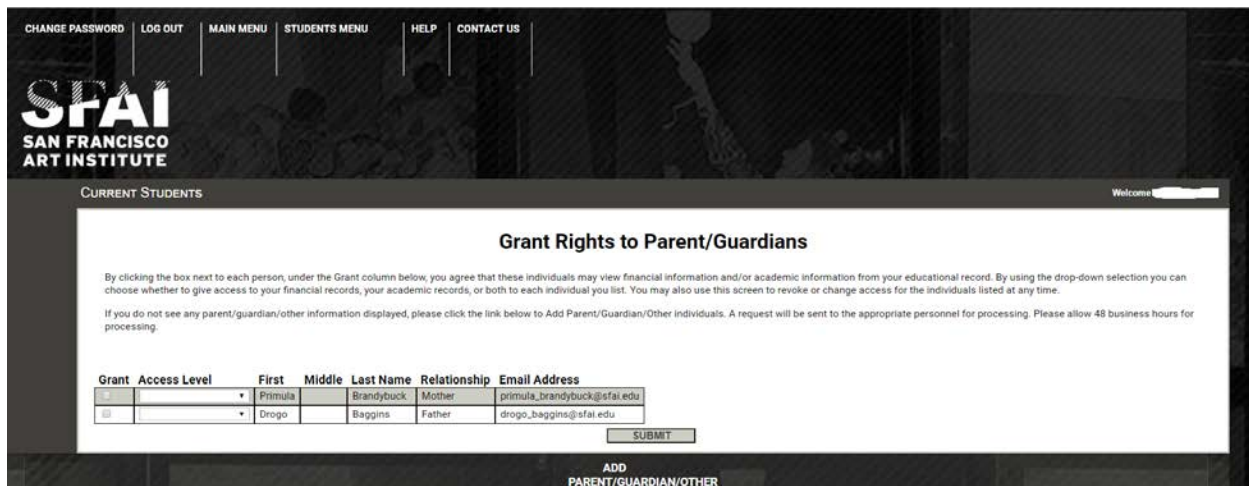
- View Billing Statement

Academic information available:

- Transcript
- GPA by Term
- Class Schedule

By accessing the system you agree that the individuals you choose may view financial information and/or academic information from your educational record.

Once you hit "I Agree," you will see the persons you added on the next screen. In the "Grant Rights to Parent/Guardians" screen, you will be able to specify what your designated persons will have access to, which can be only Academic, Financial, or both, since those are the types of records WebAdvisor has. Note that WebAdvisor does not have other kinds of records like Housing or Disciplinary. To give your persons access to those records, be sure to submit a [FERPA Release \[hyperlink\]](#) form.



CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

SFAI SAN FRANCISCO ART INSTITUTE Welcome [Name]

Grant Rights to Parent/Guardians

By clicking the box next to each person, under the Grant column below, you agree that these individuals may view financial information and/or academic information from your educational record. By using the drop-down selection you can choose whether to give access to your financial records, your academic records, or both to each individual you list. You may also use this screen to revoke or change access for the individuals listed at any time.

If you do not see any parent/guardian/other information displayed, please click the link below to Add Parent/Guardian/Other individuals. A request will be sent to the appropriate personnel for processing. Please allow 48 business hours for processing.

Grant	Access Level	First	Middle	Last Name	Relationship	Email Address
<input type="checkbox"/>	▼	Primula		Brandybuck	Mother	primula_brandybuck@sfa.edu
<input type="checkbox"/>	▼	Drogo		Baggins	Father	drogo_baggins@sfa.edu

[ADD PARENT/GUARDIAN/OTHER](#)



SAN FRANCISCO ART INSTITUTE

Registrar's Office
800 Chestnut Street
San Francisco, CA 94133
P: 415.749.4535
F: 415.749.4579
registrar@sfai.edu

If you do not see any parent/guardian/other information displayed, please click business hours for processing.

Grant	Access Level	First	Middle	Last Name	Relatic
<input checked="" type="checkbox"/>	Academic & Financia	Primula		Brandybuck	Mother
<input checked="" type="checkbox"/>	Academic Information	Drogo		Baggins	Father
	Financial Information				
	Academic & Financia				

4) VIEW PARENT RIGHTS

Finally, if you ever need to change access persons or levels, follow the steps above. If you forget who your authorized persons are, you may click on "View Parent Rights" at any time.

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

CURRENT STUDENTS

View Parent Rights

Access	ID	LFM Name	Relation
Both	0609814	Brandybuck, Primula	Mother
Fin	0609815	Baggins, Drogo	Father
None	0609816	Gamgee, Samwise	Brother

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Questions? Contact registrar@sfai.edu.