



# NEW MEXICO MILITARY INSTITUTE

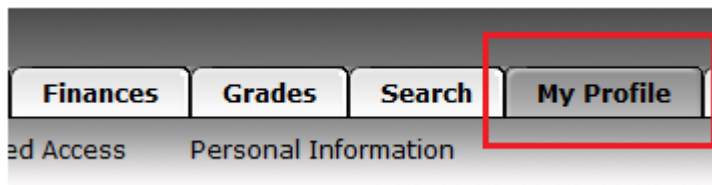
OFFICE OF THE REGISTRAR

(575) 624-8070/8071 | [registrar@nmmi.edu](mailto:registrar@nmmi.edu)

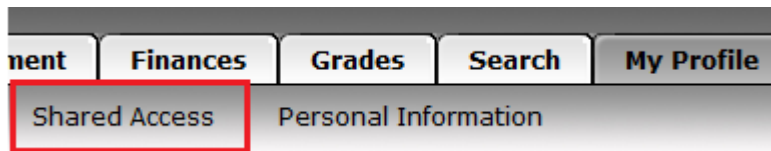
## Parent Access in Self-Service

The easiest way to gain access to your student's information in Self-Service is for your student to invite you.

- 1 Student logs into [Self-Service](#).
- 2 Student clicks on "My Profile" tab.



- 3 Student clicks on "Shared Access" link.



- 4 Student will now see the *Shared Access* screen.

### Shared Access

#### Invite

Share your academic information with a parent or guardian.

[+ Invite a User](#)

#### Manage

Control which information can be viewed, and by whom.

[Manage User Access](#)

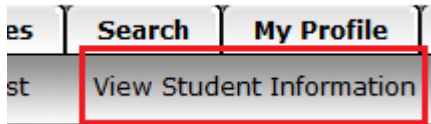
#### Invitations

View or remove your current invitations to share information.

[Manage Invitations](#)

- 5 If this is the first time student is sending an invitation, student will click on "Invite a User".
- 6 Student will choose the person he/she is sending an invite to. The email address listed will be the email address in our system (if this is wrong or blank, contact the Registrar's Office to correct). Student will then be presented with options to allow parent to view grade reports, unofficial transcripts, statements, etc. Once this is completed, student will submit. You will then receive an email. You will be prompted to setup a Self-Service account.

- 7 Once you have setup an account, you should now be able to login to [Self-Service](#) to view your student's information.
- 8 Upon logging in, click on the "View Student Information" link.



- 9 Your student will be listed along with links to the information you have access to.

### **View Student Information**

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Student, My		
▶ Academic Plan	▶ Balance	▶ Class Schedule
▶ Financial Aid	▶ Grade Report	▶ Activity Grades
▶ Unofficial Transcript		