



NEW MEXICO MILITARY INSTITUTE

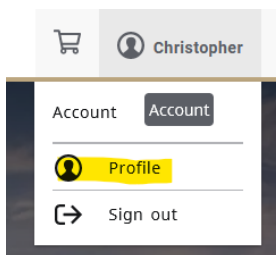
OFFICE OF THE REGISTRAR

(575) 624-8070/8071 | registrar@nmmi.edu

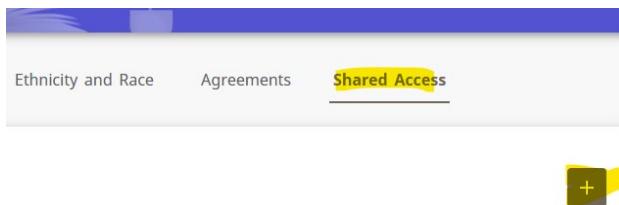
Parent/Relative Access in Self-Service

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 hovers over their name (upper-right hand corner) and clicks on Profile.



- 3 Student clicks on "Shared Access" link, then the + button.



- 4 Student will now see the **Shared Access** screen. They will choose the relative he/she wants to invite, enter (or verify) an email address, then select the information he/she wants this person to view, then clicks Send.

Invite

Relative * Select...	E-mail address *
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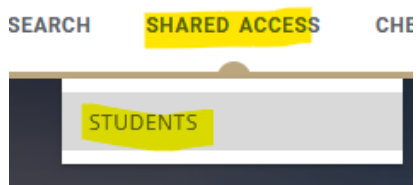
Options

- | | | |
|-------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------|
| <input type="checkbox"/> Academic plan | <input type="checkbox"/> Financial aid | <input type="checkbox"/> Schedule |
| <input type="checkbox"/> Address | <input type="checkbox"/> Grade report | <input type="checkbox"/> Activity grades |
| <input type="checkbox"/> Stop list | <input type="checkbox"/> Balance | <input type="checkbox"/> Transcript |
| <input type="checkbox"/> *I have read and accept the Disclosure statement | | |

This invitation will expire on 6/22/2021

<input type="button" value="SEND"/>	<input type="button" value="CANCEL"/>
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- 5 The relative will then receive an email. The email will contain a link to confirm the invitation. If this person does not have an NMMI Self-Service account, they will create an account. If they already have an account, clicking on the link will confirm the invitation and they will then be able to login to Self-Service to view the student information.
- 6 Once you have setup an account, you should now be able to login to [Self-Service](#) to view your student's information.
- 7 Upon logging in, hover over Shared Access, then click on Students:



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

