



OFFICE OF THE
REGISTRAR

Granting parent access to your records

To grant a parent online access to your records you need to:

1. Login to FalconLink
2. Search for Self-Service
3. Select the “Self Service Main Menu” card
4. Login to Self-Service Banner
5. Select “Student Services”
6. Select “Parent Access Authorization (FERPA)”
7. Click on the name listed under “Name of individual” (see *Note below**)
8. Review the information for this individual and check the YES/NO questions as appropriate.
9. To authorize a records release for this individual (e.g. grant permission for this individual to discuss your record with campus offices as appropriate) click YES for “Authorize FERPA Release?”
10. To grant ONLINE access via BANNER Self-Service for this individual, click the box next to YES for each of the categories listed. To deny access to any category leave the YES box unchecked.
11. Click the Submit button
12. Repeat steps 6 through 10 for a second individual if applicable.

**Note: If an individual name does not appear, you will find specific instructions on how to add a person.*

If you have any questions about this process, email the Registrar’s Office at registrar@messiah.edu or call us at 717-796-1800, ext. 6074.

Sincerely,

Carrie D. Widdowson
Registrar