



OFFICE OF THE
REGISTRAR

Granting parent access to your records

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

1. Login to FalconLink
2. Search for and Select the “Self Service Main Menu” card
3. Login to Self-Service Banner
4. Select “Student”
5. Select “Education Records Access and Release (FERPA)”
6. Click on the pencil icon next to the name listed under “Name of individual” (see *Note below**)
7. Review the information for this individual and click “Save Changes”
8. Click on the pencil icon again. 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?”
9. 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, no change is needed.
10. Click the Save Changes button
11. 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,

Kathee R. Clark
Registrar