



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**)



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,

A handwritten signature in black ink, appearing to read "Kathee R. Clark".

Kathee R. Clark
Registrar