Parents & Family Authorization
Step-By-Step Instructions

Entering an Initial Email Address

1. Enter the email address of the person you are authorizing to receive informational emails or access to your student data in the **Enter email address** field.
2. Retype the email address in the **Re-enter email address** field.
3. Select the relationship of the recipient from the **Relationship** drop-down list.
4. Enter the **Full Name** of the person associated with the email address.
   o You may enter more than one name in the box if the email is used by more than one person, for example JANE AND JOHN SMITH.
5. Check the applicable box(es) in the **Business Information Authorization Consent** section to designate the areas this individual may discuss with U-M.
6. To authorize access to your student data, check the applicable checkbox(es) in the **Wolverine Access Authorization** section.
   Note: To learn about the information to be sent or the data to be authorized, click the applicable link.
7. Check the applicable box(es) in the **Communications Recipient** section to designate the type(s) of informational email(s) to be sent. You can select any or all of the four business categories for each email address entered.
8. Click **Save**.
   Note: The **Submit Confirmation** page displays indicating that the email address(es) was successfully added. An email will be sent notifying the recipient(s) that you have authorized U-M to send informational emails or that you have authorized access to student data relating to the checkbox(es) you selected.
9. Click **Home** to return to the applicable menu.

Adding Another Email Address

Note: The email address(es), relationship (if designated), and selected checkboxes display. If you have entered the maximum of four email addresses, you must delete an email address before adding another one.

1. Click **Add**.
   Note: A blank email address row displays.
2. In the **Enter email address** field, type the email address of the person you are authorizing to receive informational emails or to access to your student data.
3. In the **Re-enter email address** field, retype the email address.
4. Select the relationship of the recipient from the **Relationship** drop-down list.
5. Enter the **Full Name** of the person associated with the email address.
   o You may enter more than one name in the box if the email is used by more than one person, for example JANE AND JOHN SMITH.
6. To designate the areas you authorize and consent this individual may discuss with U-M, category(ies) of informational emails to be sent, or the types of student data to be authorized for access, check the applicable box(es). You can select any or all of the checkbox(es) for each email address entered.
7. Repeat steps 1 through 5 to add another email address.
   Note: You can enter up to four email addresses. After adding the 4th email address, the **Add** button does not display.

8. Click **Save**.
   Note: The **Submit Confirmation** page displays to confirm that the address(es) was/were successfully added.
9. Click **Home** to return to the applicable menu.

Deleting an Email Address

1. The email addresses display. Identify the email address row to be deleted.
2. Click **Delete**.
3. Click **OK** to confirm you want to delete the email address.
   Note: The email address row no longer displays.
4. Click **Save**.
   Note: You must save to have the system delete the address.
5. Click **Home** to return to the applicable menu.