

Students

How to invite a listed Relative to access record information:

- Log in to Huntingdon College's SelfService at <https://selfserve.huntingdon.edu/SelfService/Home.aspx>
- Click the *My Profile* tab.
- Click the *Shared Access* link.
- Click the *Invite a User* link.
- Choose your relative from the drop down list. If there are any relatives not listed that you would like to have added please contact the Office of the Registrar at registrar@huntingdon.edu.
- If we have an email address for your relative on file it will appear in the email address field. If an email address does not appear you will need to enter one for your relative.
- Click on the box for each of the available view access options, as well as the required Disclosure statement.
- Click the *Send Invitation* button.
- Click the *OK* button on the confirmation window that appears.
- An email will be sent to your relative notifying them of the invitation. The invitation will expire within 90 days. They will need to accept your invitation within that time frame to be able to access your information.
- You will need to repeat this process for each additional relative listed in the drop down list who you wish to send an invitation to for access.

Parents

How to accept an invitation and view student information:

- After the student has sent the invitation to share access, you will receive an invitation email to the email address they specified.
- Click on the link provided within the email to confirm your invitation.
- Our Self Service website will open and you will see the following message:

Application Error

An unexpected error occurred. Please contact the System Administrator to report the problem.

[Go to Self-Service Home Page](#)

- Please ignore the error message and click on the "Go to Self-Service Home Page" link.
- Enter your User Name and Password and select the Log In button. (Please note that your password is case sensitive)
- Click the "View Student Information" link listed just beneath your "Home" tab.
- A number of different links will be available for you to view information for your student.