

Parent/Guardian Web Access - Enable/Disable

Parent/Guardian access to the public portal can be enabled or disabled for a single parent or a group of parents using the same method. Follow the directions below to enable/disable parent/guardian web access as needed using the **Student Field Value** function and the field **AllowWebAccess**.

Enable Parent/Guardian Access

1. Select the student(s) from the **Student Search Page** for whom you wish to enable parent/guardian web access.
2. Select from the **Select a function for this group of students** at the bottom of the page the function of **Student Field Value**.
3. In the **Field To Change** enter **AllowWebAccess**.
4. In the **New Field Value** enter the number **1** and click **Submit**.
5. This will take you to a confirmation screen with a warning on it of *WARNING: This change is irreversible*. Click **Submit** at the bottom and the web access for parents/guardians will be enabled.

Disable Parent/Guardian Access

1. Select the student(s) from the **Student Search Page** for whom you wish to disable parent/guardian web access.
2. Select from the **Select a function for this group of students** at the bottom of the page the function of **Student Field Value**.
3. In the **Field To Change** enter **AllowWebAccess**.
4. In the **New Field Value** enter the number **0** and click **Submit**.
5. This will take you to a confirmation screen with a warning on it of *WARNING: This change is irreversible*. Click **Submit** at the bottom and the web access for parents/guardians will be disabled.

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