Maryville College Student Information System
Sharing Your Information on Self-Service

Maryville College student information such as course schedules, completed course grades, transcripts, addresses, and account balances, etc. are housed in an electronic system called PowerCampus. Students may view their information online via an application called PowerCAMPUS Self-Service. Account information and instructions to access PowerCampus Self-Service will be sent to students' Maryville College email accounts within a few weeks after their admission deposit is received.

Students may choose *(but are not required)* to share portions of their information with individuals who are designated as relatives in the system. Parents and/or guardians that were listed on the application are automatically designated as relatives in the file. **If for some reason, a chosen relative is not listed, students should contact the Registrar's Office at (865) 981-8212 or by email Registrar@maryvillecollege.edu to request that their relative's information be added.** Specific instructions detailing the process for sharing information are provided below.

Inviting Relatives to Access Your Information

You can invite anyone who is listed as your relative in PowerCAMPUS to use the Self-Service application to access your information, such as your account balance, course schedule, etc.

Sending an Invitation

If you want to allow one of your relatives to access your information, follow these steps to send them an invitation:

1. Select the **My Profile** tab.
2. Select the **Shared Access** menu item.
3. Select the **Invite a User** option.
4. For the relative who you want to give access to your information, specify the following information.

Field	Description
Relative	Everyone who is listed as your relative in PowerCAMPUS and has a People ID will be listed in the drop-down list. Select the relative who you want to invite to access your information via the Self-Service application.
E-mail Address	If your relative has a preferred e-mail address on file, it will be displayed automatically. If no e-mail address appears, or the relative prefers that we use a different e-mail address, enter your relative's e-mail address.
View Schedule	If you want the specified relative to be able to view your course schedule, check this option.
View Balance	If you want the specified relative to be able to view your account balance, check this option. If on-line credit card payments are allowed, your relative will also be able to make a payment toward your account balance.
View Transcript	If you want the specified relative to be able to view your unofficial transcript, check this option.
View Grade Report	If you want the specified relative to be able to view your grades *(completed courses only*), check this option.
View Stop List*	If you want the specified relative to be able to view your Stop List to see if anything is preventing you from completing some processes (for example, registering for classes, transcript requests), check this option.
View Address	If you want the specified relative to be able to view your addresses, check this option.
Disclosure	You MUST view and accept the Disclosure Statement before your invitation can be sent to the specified relative.

**Fines, overdue account balances, or other sanctions.*

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5. Select **Send Invitation**. The system will send your invitation to your relative's e-mail address.
6. Select **OK** to confirm that you want to share your information with the specified relative.

Managing Your Invitations

Once you have invited one or more of your relatives to access your information, you should review the list to see who has accepted your invitation.

1. Select the **My Profile** tab.
2. Select the **Shared Access** menu item.
3. Select the **Manage Invitations** option.
4. Review the list of relatives who you have invited to share your information.

Field	Description
Name	The name of the relative you have invited to share your information.
E-mail Address	The e-mail address that was used to notify the relative that he or she was invited to share your information.
When Invited	The date on which you sent the relative the invitation to share your information.
Valid Until	If the relative does not accept your invitation via PowerCAMPUS Self-Service by this date, he or she will not be able to access your information.

5. If you decide not to share your information with a relative, or if he or she does not accept your invitation before it expires, you can Remove him or her invitation. The relative will be notified by e-mail that he or she is no longer invited to access your information.

Managing Your Shared Users

Once you have invited one or more of your relatives to access your information, you should review the list to make sure that you have allowed them access to only the information you really want to share.

1. Select the **My Profile** tab.
2. Select the **Shared Access** menu item.
3. Select the **Manage User Access** option.
4. Review the list of relatives who you have invited to share your information.
5. Enter any necessary changes.

To	Follow These Steps
Stop Sharing with a Relative	For any relative with whom you have decided NOT to continue sharing information: 1. Find the person's name in the list. 2. For THAT user, select Delete User. 3. Select OK to confirm that you want to stop sharing with this user. 4. Verify that the user has been removed from your list of shared users.
Change Which Information is Shared	For any relative whose access you want to change: 1. Find the person's name in the list. 2. Check ONLY those features you want THIS person to access. 3. Select Save Changes. 4. Review the list of access rights for those users for whom you have just entered changes.

6. Verify the access rights for your shared users and determine if you need to make any other changes.