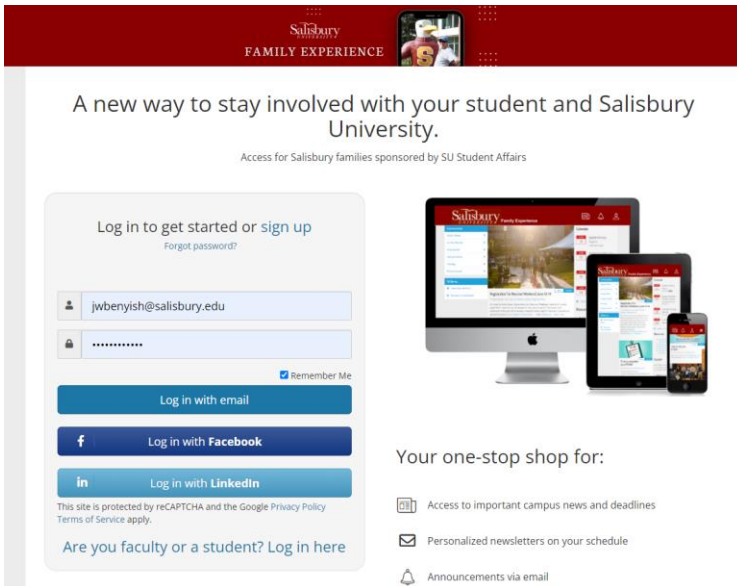


Family Experience Portal (CampusESP) FERPA How a Parent/Family Member/Supporter Requests a Connection

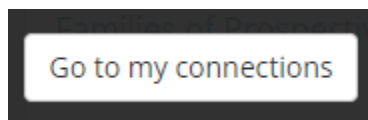
1. Navigate to salisbury.campusesp.com
2. Log in using CampusESP login information



3. Click the Graduation Cap at the top of the screen



4. Click "Go to my connections"



5. Click "Add New Connection"

[+ Add New Connection](#)

6. Insert the student's Email Address, select your relationship to the student, and Create a 4 digit pin that you will need to provide to verify your identity if your student grants access to their records.



Joe Benyish

jwbenyish@salisbury.edu

Students will see your name, email and photo (if provided) to verify your identity.

Enter the Salisbury University email address of the Salisbury University student that you would like to connect to below. Email address should be in the format 'student@gulls.salisbury.edu' (not 'student@salisbury.edu').

NOTE to parents and family members of recently admitted students

If your student will enroll at Salisbury University in the coming semester, then the student connection feature will become available **after** they register for classes during orientation. Stay tuned for more information!

NOTE: Access granted or revoked in The Salisbury Family Experience may take up to 24 hours to take effect in all of Salisbury's systems, such as GullNet.

Student Email Address:

Relationship to Student:

Please create a PIN below. If you ever need to contact us, we will ask you to verify this PIN.

PIN (4 digits):

7. Select which specific permissions you are requesting. You can request all or specific ones.

FERPA gives parents access to their child's education records, an opportunity to seek to have the records amended, and some control over the disclosure of information from the records. With several exceptions, schools must have a student's consent prior to the disclosure of education records after that student is 18 years old. [Understanding FERPA](#)

Request access to ALL student records

[Connect to your Student](#)

Or select the specific permissions you would like to request from the list below.

Academic Information	Request Access?
Request everything in this group	<input type="checkbox"/>
Class Schedule/Enrollment View student course schedule, credit hours, and other status information including degree, major and class year.	<input type="checkbox"/>
Grade(s) Information View student course grades. Final grades will be posted at the end of each semester.	<input type="checkbox"/>

Financial Information	Request Access?
Request everything in this group	<input type="checkbox"/>
Financial Aid Information View a list of student financial aid awards, the expected amount offered and whether the payment has been made.	<input type="checkbox"/>
Account Balance View the student account balance, and get notified about any outstanding charges.	<input type="checkbox"/>
Holds on Account Get notified when there's a new hold on the student account, along with a description of the hold type.	<input type="checkbox"/>

[Connect to your Student](#)

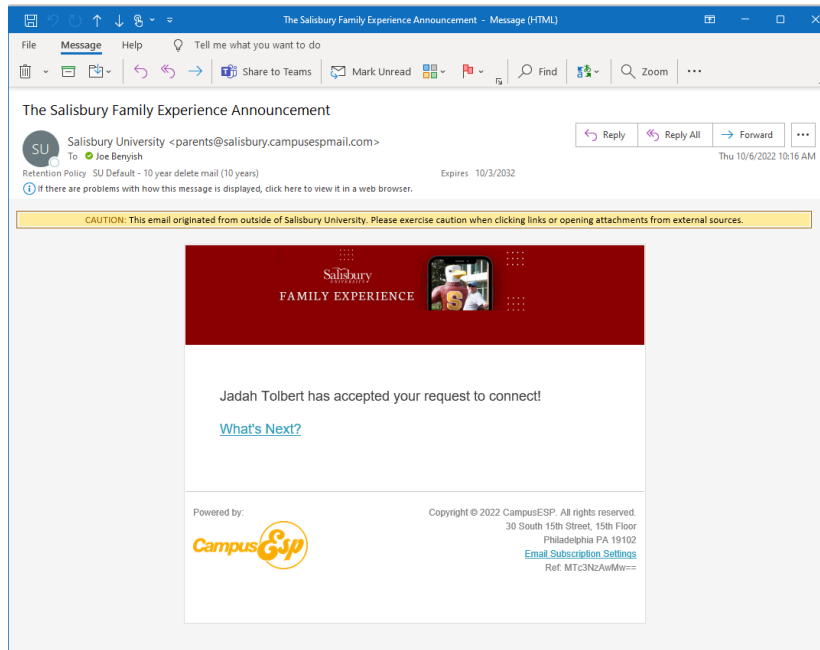
8. Select "Connect to your Student"

[Connect to your Student](#)

9. Once submitted, you will receive this message. The request will be sent to your student to approve. If your student approves the request, please note it will take up to 24 hours (from the time the student approves the request) for your tiles to update in the Family Experience Portal.

You're all set for now! We're working on getting your student's email account and records set up. Once we do, we'll notify you and send your connection request on its way! ×

10. If approved, you will receive an email from the Family Experience Portal letting you know it was approved.



11. Once you receive this email, you will need to wait 24 hours to log back into the portal to view data about your connection.