**Steps performed by student**

Logon to My.NDC.edu.
Go to the Parents Tab.
If you have a parent already loaded into the system you should see them here.
If you do not have a parent in the list that means that you do not have a parent loaded in the system.
You will want to complete the form on the Parents tab to request the addition of a parent.

To grant access to your information select your parent by clicking select.

![Parent Account Registration]

Your parent will need to have a logon to the system. Enter a valid email for your parent in the two boxes. This will send an email with a link and logon information to your parent.

**Parents**

![Parent Account Registration]

**Permissions:**

- [x] Financial
- [x] Academic
- [x] Student Life
Next press submit.

Submit  Cancel

Finally press the continue button.

**Parents**

Parent Account Registration

Your parent should now have an Account Pending status.

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Parent, Generic</td>
<td>Account Pending</td>
</tr>
</tbody>
</table>

If you have more than one parent and you wish for them to all have a logon, you must complete this process for EACH parent.

Your parent will now receive and email with instructions on how to complete the process.

**Steps performed by parent**

Sample email to parents regarding their pending registration:

Hello Generic! Your child has granted you access to Notre Dame College's online portal, my.ndc.edu. myNDC is an online tool that students, faculty and staff of Notre Dame College use to get a dynamic and always up to date view into institutional data that pertains directly to them. With this invitation you will be able to view the same information that your student does! Attached below are instructions for completing your registration. If you have any questions or problems with logging in, please feel free to contact the Student Success center at studentsuccess@ndc.edu 1) Copy and paste the following address into your web browser’s address bar: https://my.ndc.edu/ICS 2) Go to the tab labeled “Parents” 3) In the Registration box enter the email address that you received this email at. 4) In the following box, enter your invitation code. Your invitation code is: *KSL5256* This is case sensitive 5) Click the submit button. 6) On the next screen, you will be asked to set your password. Please select a password that is at least 8 characters long. This screen will also inform you of your username that you will use to log into the portal. 7) Click the submit button. 8) You should now be able to log into the portal using the username and password from step 5. Note: Your invitation code is only valid for 72 hours (3 days) after the date and time this message was received. If you invitation code should expire, you will need to have your student request a new login for you.
Type in the email used for the invitation, the Invitation Code and the birthday of your student. Then click the submit button.

**Parents**

**Parent Account Setup**

Please enter your email address in the field below.

Email: generic@yahoo.com

Invitation Code: s~3KL5f$6^

Birthday of Student: 09/26/1988

Submit

You should now be asked for a new password. It will also show your logon name.

**Parents**

**Parent Account Setup**

Your username is: Generic_Parent2014

Please set your password below. Your password should be at least 8 characters and should be a mixture of upper and lower case letters and numbers.

Password: 

Confirm Password: 

Submit

Enter a new password (Min. 8 characters, at least one upper case, at least one lower case and at least one number)

Click Submit.

You should see a completion message.

Password Change Successful!
This change may take up to 15 minutes to take affect.

When you wish to log in to look at your student you can now use the new logon ID and new password. Use the standard logon fields at the top of the screen.