



FERPA Process to Access Campus Web

This guide provides students and their parents or guardians with the step-by-step process to FERPA Access. FERPA grants a parent, guardian, or third party access to financial information, grades, and more for their GBC student.

This process must be initiated by the student first.

Students Selecting Your Designee

1. Log in to [Campus Web](#).
2. Select the “Grant Parental Access (FERPA)” icon.
3. Select the “Grant FERPA Permissions” button.
4. Read the introduction then click “Next Page.”
5. Update each field with your designee’s (parent/guardian/third party) information then click “Next Page.”
6. Select permissions for your designee (parent/guardian/third party) then click “Next Page.”
7. Review all permissions and designee information then click “Submit Permissions Form.”
8. After submitting the form, the Registrar’s Office will process your submission, and an email will be sent to your designee.

**Requests are processed in
1-3 business days**

Parents/Guardians/ Third Party Navigating Your Access

1. An email will be sent to the address indicated on your student’s form.
 - a. The access link expires in 24 hours so it’s important to click the link and create your login information as soon as you receive this email.
 - b. Once your password is established, log in to [Campus Web](#) and select the “Parent/Guardian” tab.
 - i. Your students’ ID and name should appear in the window.
2. Click on the student’s name to see your access links under the “Tools and Information” header.
 - a. You may click on any of the hyperlinks to access the information indicated.
 - i. For example, to access billing information for your student, click on “Student Account Information”.
3. Click on “My Account Balances” to view your student’s account.
 - a. You may click the “Make a Payment” to pay a balance online or “View account details & history” to view your student’s account details.
4. When you are finished, be sure to log out of your account.

Parents, if you have any questions about your access, first speak to your student and have them reach out to the Registrar’s Office at registrar@gbc.edu for assistance.



Parent Guide to Accessing the Financial Aid Portal

This step-by-step guide is designed to help parents and authorized users access and navigate their student's financial aid portal. Portal access allows you to view financial aid awards, required documents, and important notifications.

Step 1: Obtain Authorized User Access

- Your student must log in to their student portal using their GBC credentials.
- Navigate to the "Parent Portal Setup" section on the lefthand side.
- Add the parent or guest's name and email address and grant permissions to view financial aid information.

Step 2: Access the Financial Aid Portal

- Check your email for the portal invitation and click the provided link.
- Create a password (email address defaults to one provided by student).
- Log in using the email address and password you created.

Step 3: Navigate the Financial Aid Portal (Dependent on Permissions Granted)

- Select an award year to review financial aid awards.
- Review Cost of Attendance (COA) elements.
- Review/upload required documents.
- Accept, reduce, or decline Parent PLUS loans.

Helpful Tips

- Parent Portal access is primarily view-only; students must complete most required actions themselves
- Information may update periodically - check the portal regularly.
- Contact the Financial Aid Office if you see missing or confusing information.