PARENT/AUTHORIZED USER PORTAL

STUDENT SECTION

Student: Log in to SOAR then click on the Parent/Guardian Access tile, or follow the navigation below:
Home > Compass > Navigator > Self Service > USM Self Service > SS > Parent/Guardian Access

Student: Click Add New User

Authorized Users

You may authorize a third party to review your academic and financial records and make payments on your student account. You can add up to two authorized users.

1. To create a new authorized user, click “Add New User”.
2. To edit a current authorized user, click “Edit”.
3. To delete a current authorized user, click “Delete”.

Student: Read the Authorization Agreement, then complete the Name and Email Address fields.

Student: Enter a password for the Parent/Authorized user account.

If necessary, click the Password Criteria button to obtain password requirements.

   The password you create must meet the following criteria:
   1. The password must contain a minimum of 8 characters.
   2. The password must contain at least 1 special character (ex. #).
   3. The password must contain at least 1 number (ex. 4).
   4. The password can contain both lower and upper case letters.

Example of a password: abCd1ef@. If the password does not meet the above criteria, the system will not allow you to proceed until the criteria is met.
Student: Once all fields are complete, check the Accept Authorization button, then click Add to submit the information. Up to two individuals can be authorized to review the student information.

A confirmation will show stating the account was successfully created.

Automatic email is generated to student and to new authorized user.

If the User ID is deleted by the student, another email is generated to both the student and the authorized user.
Parent/Authorized User: Receives automatically generated Email with login ID and explanation of access.

Parent/Authorized User: Log in to https://soar.usm.edu and with the Username obtained from the email and the Password obtained from the student.

Parent/Authorized User: Click the Parent Portal tile.
Parent/Authorized User: Read the welcome message, then click the Student Information link.

Student Center is the primary page where parents/authorized users access student information. Included is on the Student Center is the current class schedule, account balances, and links to other information.

Parent/Authorized User: To obtain further information including Grades, click on the Weekly Schedule link from the Student Center.
The Weekly Schedule page offers several ways to navigate, including a home button to the initial landing page.

### COURSE GRADES

**Parent/Authorized User:** Weekly Schedule > Term Information > View my grades

Please note that questions regarding individual assignment grades that make up the course grade should be directed to class instructor. Assignment grades are not maintained in SOAR.

When a user clicks on View my grades, the term selection is shown. Choose a term. Current semester grades are shown UNLESS it is toward the end of the term when course evaluations are required. The parent will get a message instead that says, “Grades are not available until the student completes the course evaluations.”

### SEARCH

**Parent/Authorized User:** Weekly Schedule > Search

This function is to search for classes that the University offers.

### ENROLL

**Parent/Authorized User:** Weekly Schedule > Enroll

This function for the Parent/Authorized User shows classes enrolled in. The student uses this feature to enroll in classes.
MY ACADEMICS

Parent/Authorized User: Weekly Schedule > My Academics
This page includes several links where the Parent/Authorized User can see more of the student information, including Advisement Reports and Unofficial Transcripts.

HELP
Student: If you experience any log in or password issues, please contact the iTech Help Desk. 266-HELP or 266-4357
Parent/Authorized User: If you experience any log in or password issues, please contact your student.
Student and/or Parent/Authorized User: If you experience any issues while using SOAR, please email registrar@usm.edu.

All other questions should be directed to the appropriate office:

Admissions – Graduate: graduateschool@usm.edu
Admissions – Undergraduate: admissions@usm.edu
Financial Aid: financial.aid@usm.edu
Registrar: registrar@usm.edu
Student Financials/Account: business.services@usm.edu