Student Self Service
Parent/Guardian Information

Overview

Indiana University collects Legal Parent/Guardian information for general information and for purposes of communication. Students may view and enter Legal Parent and Legal Guardian information via Self Service.

Steps

View Parent/Guardian Information

1. Navigate to: one.iu.edu

2. In the Search box, type “student center” and press the ENTER key.

3. Click on the Student center icon. (You will need to log in if you haven’t done so already.)

4. The Student Center page will display. Under “Personal Information”, click the link for Parent/Guardian Information.
This will take you to the Parent/Guardian Information page.

If no Parent/Guardian Relationship is currently on the record, you will receive this message.

Only those Relationships labeled as Guardian or Parent in the Guardian field will display on this page. Any other type of Guardian (Self, Other, N/A) will not appear here. The Relationship must also have an ‘Active’ status.

5. If you want to view the Contact’s information, click on the Contact’s name.

A ‘Read-only’ version of the Contact’s information will display. You cannot enter data on this page. The SAVE button is not available.
### Parent/Guardian Contacts

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Doe, Jane D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship</td>
<td>Mother</td>
</tr>
<tr>
<td>Legal Guardian</td>
<td></td>
</tr>
<tr>
<td>Parent Guardian</td>
<td></td>
</tr>
</tbody>
</table>

#### Contact's Address

- **Country:** United States
- **Address:** 123 Main St, Beech Grove, IN 46107

#### Contact's Phone

- **Daytime Telephone:**
  - Use My Phone Number
  - Daytime Telephone: 317/555-1234
- **Evening Phone:**
  - Use My Phone Number
  - Evening Telephone: 317/555-4321

#### Contact's Email Address

- Email Address: Jane.Doe@woohoo.com

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6. To return to the Parent/Guardian summary page, click on the **Return to Parent/Guardian Contacts Summary** link at the bottom of the page.

### Add Parent/Guardian Information

1. To add a relationship from the Parent/Guardian Information page, click **ADD A PARENT/GUARDIAN**. The Parent/Guardian Detail page will display.
2. Enter the Contact information:

- **Contact Name** – (required field) person’s name; preferred format for the name is LastName,FirstName Middle (no space after the comma).
- **Relationship** – (required field) type of Relationship to the Contact (mother, father, etc)
- **Guardianship** – type of Guardianship; Parent Guardian is the default value. If the Contact is a Legal Guardian, the appropriate radio button needs to be selected.
- **Contact’s Address** – If the Contact’s address is the same as the student’s, you may select the Use My Address checkbox instead of entering the data. If selected, a drop-down box will then appear with any Address Type that is currently on your record.
- **Contact’s Phone** – For either Daytime Telephone or Evening Phone if the Contact’s phone is the same as the student’s, you may select the Use My Phone Number checkbox instead of entering the data. If selected, a drop-down box will then appear with any Phone Type that is currently on your record.
- **Contact’s Email Address** – email for Contact
3. Click **SAVE**.

**Edit Contact Information**

1. To edit contact information from the *Parent/Guardian Information* page, click **edit**.

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Guardian Relationship</th>
<th>Day Phone</th>
<th>Evening Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Jane S</td>
<td>Parent Guardian</td>
<td>317/555-1294</td>
<td>317/555-4321</td>
</tr>
<tr>
<td>Doe, John Q</td>
<td>Legal Guardian</td>
<td>317/555-1294</td>
<td>317/555-1234</td>
</tr>
</tbody>
</table>

2. The *Parent/Guardian Detail* page will display. Update the information and click **SAVE**.

3. If you access the Contact’s page and then decide that no data needs to be updated, click the *Return to Parent/Guardian Contacts Summary* link to return without making any changes.

**Delete Contact Information**

1. To delete contact information from the *Parent/Guardian Information* page, click **delete**.

<table>
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After you click **delete**, a *Delete Confirmation* page will display.

**Delete Confirmation**

Are you sure you want to delete Person (Doe, John Q)?

- **YES - DELETE**
- **NO - DO NOT DELETE**

2. If **YES - DELETE** is selected, the deleted contact will no longer appear on your record.