

# 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.

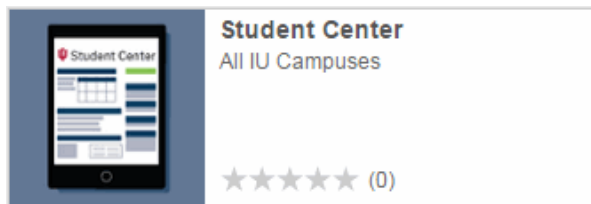
## Steps

### View Parent/Guardian Information

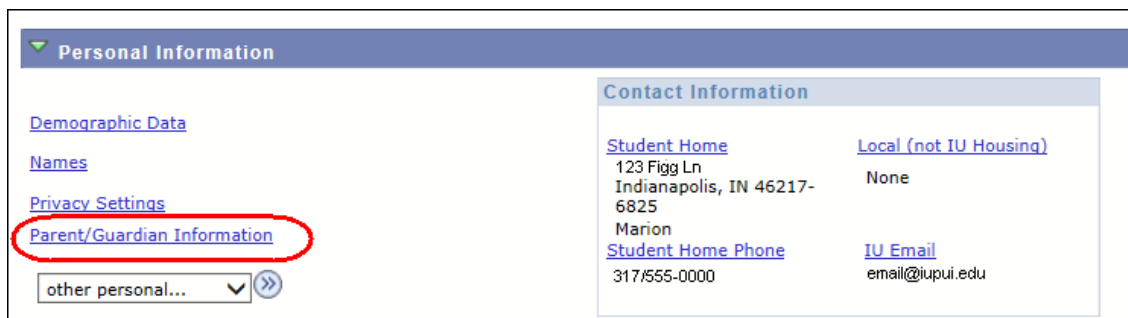
1. Navigate to: [one.iu.edu](http://one.iu.edu)



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.



# Student Self Service

## Parent/Guardian Information

This will take you to the *Parent/Guardian Information* page.

Personal Information				Security			
addresses	names	phone numbers	email addresses	demographic information	ethnicity	parent/guardian information	

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

**Parent/Guardian Information**

Below is a list of your parent/guardian contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add a Parent/Guardian button.

**No relationship record found with guardian setting for this person.**

ADD A PARENT/GUARDIAN

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.

*Guardian: Guardian	*Guardian: Parent
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5. If you want to view the Contact's information, click on the Contact's name.

Contact Name	Guardian Relationship	Day Phone	Evening Phone		
<a href="#">Doe, Jane D</a>	Parent Guardian	317/555-1294	317/555-4321	edit	delete

A 'Read-only' version of the Contact's information will display. You cannot enter data on this page. The **SAVE** button is not available.

# Student Self Service

## Parent/Guardian Information

**Parent/Guardian Contacts**

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**Parent/Guardian Detail**

Contact Name Doe, Jane D  
Relationship Mother  
Legal Guardian  Parent Guardian

**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 317/555-1294

**Evening Phone**

Use My Phone Number  
Evening Telephone 317/555-4321

**Contact's Email Address**

Email Address Jane.Doe@woohoo.com

[Return to Parent/Guardian Contacts Summary](#)

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.

# Student Self Service

## Parent/Guardian Information

**Parent/Guardian Contacts**

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**Parent/Guardian Detail**

\*Contact Name   
Enter as LastName,FirstName Middle - example: Smith,John W.

\*Relationship

Legal Guardian  Parent Guardian

**Contact's Address**

Use My Address  Student Home

Country   
Address  
123 Main Street  
Beech Grove, IN 46107

**Contact's Phone**

**Daytime Telephone**

Use My Phone Number  Home  
Daytime Telephone

**Evening Phone**

Use My Phone Number  
Evening Telephone

**Contact's Email Address**

Email Address

[Return to Parent/Guardian Contacts Summary](#)

### 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

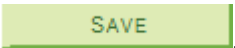
# Student Self Service Parent/Guardian Information

3. Click .

## Edit Contact Information


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

Contact Name	Guardian Relationship	Day Phone	Evening Phone		
<a href="#">Doe, Jane S</a>	Parent Guardian	317/555-1294	317/555-4321		
<a href="#">Doe, John Q</a>	Legal Guardian	317/555-1294	317/555-1234		

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

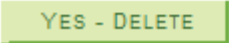
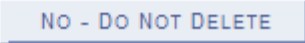
Contact Name	Guardian Relationship	Day Phone	Evening Phone		
<a href="#">Doe, Jane D</a>	Parent Guardian	317/555-1294	317/555-4321		
<a href="#">Doe, John Q</a>	Legal Guardian	317/555-1294	317/555-1234		

After you click , a *Delete Confirmation* page will display.

### Delete Confirmation

?

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

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