

User Guide – Granting Parent Access:

Purpose of this document

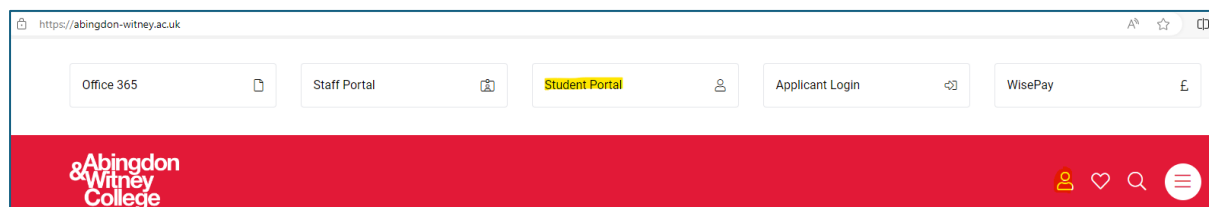
Parent Hub allows parents/guardians to view information about their linked learners.

This document includes information for learners on how to grant parents/guardians access permissions to their learner record.

1. Log in to Student Hub

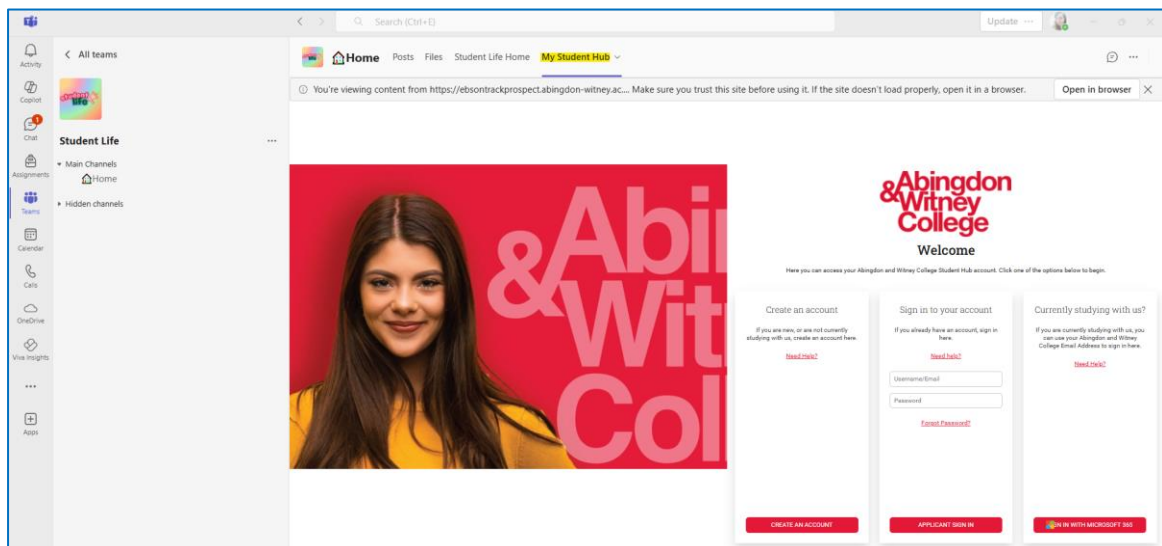
Student Hub can be accessed via the below methods:

- **Abingdon & Witney College website:** <https://abingdon-witney.ac.uk/>



- **Microsoft Teams:**

Visit the Student Life Microsoft Team and use the link at the top for 'My Student HUB'



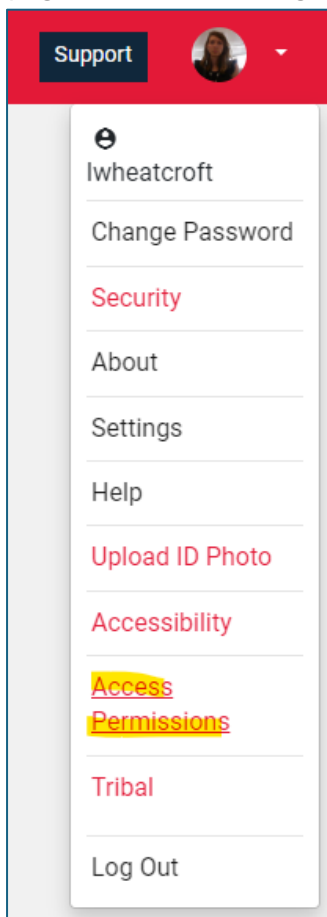
- **Office 365 SharePoint:** [Learning Resources - Home \(sharepoint.com\)](https://sharepoint.com)

Visit the Learning Resources SharePoint site and use the link for 'My Student HUB'.



2. Access Permissions

Access permissions can be viewed/edited by clicking the icon in the top right hand corner of the page and then selecting 'Access Permissions'.



3. Create a Contact

Click 'Add a new contact'.

Add Contact

Please enter the details of the person you wish to give access permission to

* Forename

* Surname

* Relationship

* Email Address

Mobile Phone Number

☐ I wish to give permission to the person I entered above to access my learner details.

SAVE

Enter details for your parent/guardian and tick the box that will allow them to have access.

Click save.

Repeat this process for as many contacts as required.