

Student Center Self Service

Share My Info

Hobart and William Smith Colleges seek both to provide students with access to their academic records and assure confidentiality of those records. We offer a service, "Share My Info," that allows students to grant a parent or guardian electronic access to certain student information via the Web.

"Share My Info" is available through Student Self Service within the HWS PeopleSoft website. Specific instructions for using this service are provided below. Access may be granted to any or all of the following areas:

- **View Addresses**
- **View Student Account** (billing information, such as charges, payments, financial aid, loans)
- **View Phones**
- **View E- mail Addresses**
- **View Holds** (a hold is an action that must be completed before other things may be done, such as releasing the official transcript, registering for classes, etc.)
- **View Grades**
- **View My Class Schedule**
- **View Emergency Contacts**

When access is granted to a parent or guardian, an e-mail including a link to the HWS Portal and ID is sent to the person to whom access was granted. You will need to notify them of the password separately.

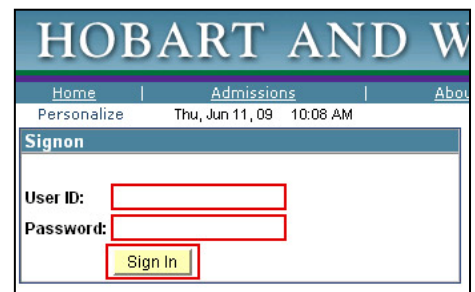
Note: A maximum of three individual shared access accounts can be established.

If you have questions or concerns with regard to this notice, please contact the Registrar's Office at 315-781-3925.

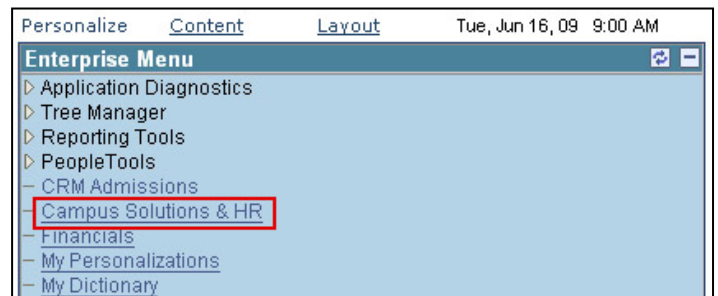
To allow access to your information:

1. Log in to PeopleSoft Portal at <http://psportal.hws.edu>

Use the username and password you've been using for the Orientation website (these are your HWS network credentials).



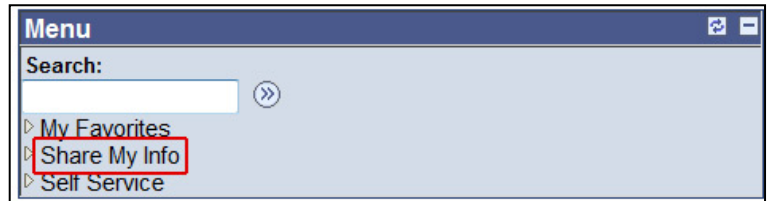
2. On the portal page, click **Campus Solutions & HR**



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3. On the home page menu, click **Share My Info**



4. Under Share My Info, click **Share My Info**



5. Complete the following fields:
 - **Description** (e.g. Mom, Dad)
 - **Password**
 - **Retype Password**
 - **First Name**
 - **Last Name**
 - **Email**

6. Under Allow Access to, check the boxes for the **information you wish to share**

7. Check the box to signify your **consent to share that information**

8. If you wish to add another person, click the **plus sign** in the upper right of the screen

9. When finished, click **Save All Changes**

This page allows you to grant a parent or guardian specific access to your information. Complete the fields below and select 'Save All Changes'. An Email including a link to this site and their ID will be sent to the person you granted access.

NOTE: You will need to notify the person of their password separately.

Share My Info First 1 of 1

* Shared Account: 1XHWS_STUDENT

Description: Mom (e.g. Mom, Dad, etc.)

* Password: [Redacted] [Password Rules](#)

* Retype Password: [Redacted] **NOTE: Please do not use your HWS ID password for this !!**

* First Name: Firstname * Last Name: Lastname

* Email: mom@example.com

* Allow Access to:

<input checked="" type="checkbox"/> View Addresses	<input checked="" type="checkbox"/> View Holds
<input checked="" type="checkbox"/> View Student Account	<input checked="" type="checkbox"/> View Grades
<input type="checkbox"/> View Phones	<input type="checkbox"/> View My Class Schedule
<input type="checkbox"/> View Email Addresses	<input type="checkbox"/> View Emergency Contacts

Consent to the creation of this Shared Access Account for the access to and disclosure of the personally identifiable information contained in my education records, which I have selected above, to the person that I have identified in this electronic form. The reason for this consent is to permit the person identified above to monitor certain aspects of my education while I am enrolled at Hobart and William Smith Colleges or until such a time that I withdraw my consent by the deletion of the Shared Access Account.

All fields marked with "*" are mandatory.