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](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**
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**