INSTRUCTIONS FOR GRANTING PARENT AND/OR GUARDIAN ACCESS

Before granting access, parents/guardians must complete the Associate Account registration process. If the parent/guardian is current UMD staff, faculty, or student, access may be granted using a UMD Directory ID.

1. Log in to Testudo and click the My Profile link.

2. Find the Parent/Guardian Access section of the page and enter the Associate Account ID or Directory ID of the account to which you are granting access (Associate Account ID’s are full email addresses). Click Grant.
3. The authorized account will appear in a table in the **Parent/Guardian Access** section, displaying an expiration date and action buttons to **Remove** or **Renew** access. You may grant access to additional accounts as well. You **must** renew access at least once a year or you will need to grant access for the account again.

![Parent Access Table](image)

**For technical support, contact the IT Service Desk:**
301-405-1500 | itsc@umd.edu
Monday – Thursday: 8:00am-10:00pm; Friday: 8:00am – 6:00pm

**For records or registration support, contact the Office of the Registrar:**
301-314-8240 | registrar-help@umd.edu
Monday – Friday: 8:00am-5:00pm