Parent How-To Navigate the Duquesne Parents and Families Portal

- Visit the Parent Portal at families.duq.edu.
- On the login screen, if you already don’t have an account, create one by clicking “Sign Up”. If you already have a login, enter your email and password in the applicable boxes.
Below, you will find a snapshot of the Parent Portal interface, with descriptions included with each piece.

**My Communities:**
Your groups. Articles and posts are based on the topic (i.e. “Athletics” will have articles based on games, and information specific to that community.)

**Discover Communities:**
Join and leave communities that you are a part of.

**Connect to my Student**
Take the first step of requesting your student’s FERPA information, including:
- Grades
- Class Schedule/Enrollment
- Financial Aid information
- Account Balance
- Holds on Account

**Calendar:**
Events going on at Duquesne. Includes important dates from the Academic Calendar, admissions, student life, etc.

**Resources:**
Links to other helpful webpages

**Support:**
Information to contact Duquesne’s Parent Relations office for additional help and questions

**Main Feed:**
Contains articles and posts written on a variety of different topics, current events, policies, student success stories and more!
Connecting to your Student:

- Click “Connect with your Student” on the bottom left-hand corner of your main page of the Parent Portal, in the box titled “I’d like to...”.
- In the next screen, enter your student’s email address and your relationship to him or her.

**Please note:** due to FERPA laws, your student owns their information. By completing the next steps, you are requesting access to FERPA categories, which your student will receive a notification about, and will be able to approve or deny your access. Once your access is approved, you will be able to view your student’s information.

- Scroll down and you will see the different FERPA categories that you can request access for.
- You can toggle the button under “Request access?” for each of the categories that you wish to request access to. If you would like to request access to all, you can toggle the “Request access to ALL student records” (screenshot on the next page)
- Please make sure to click the blue “Connect with your student” button after your selections are made.
- Screenshot of FERPA information requests and access:

- Once your student approves your access to their FERPA information, you can login to the Parent Portal and click the graduation cap in the top right-hand corner of your screen.

- You can view the information contained within your approved categories. (Please note the below data is from a dummy student account. It does not belong to a real student).