

TOWER for Parent

Student FAQ's

Q: What is TOWER for Parent?

A: TOWER for Parent is part of the Taylor Online Web Enabled Records (TOWER) system and allows you to give your parents access to selected parts of your TOWER student record. Student information is private and protected under the *Family Educational Rights and Privacy Act of 1974 (FERPA)*. Parents are able to view only the information for which they have been granted access by their student.

Q: How do I give my parent's access to the TOWER for Parent application?

A: To grant your parent(s) access to your student account information, you must have a FERPA form on file with the Registrar's Office. If your FERPA information is not on file, TOWER will not allow you to grant your parents access to the Tower4Parent system.

To grant your parent(s) access, please proceed as follows:

- Login to the myTAYLOR portal at <http://my.taylor.edu> and open TOWER in the Student Tab
- Select the Parent Access (TOWER4Parent) menu option
- Select Authorize Student Information (If you do not have a FERPA form on file, you will be stopped at this point!)
- Select a parent Name from the drop down list
If your parent is not displayed, send an e-mail to tower4parent@taylor.edu requesting to have your parent added to TOWER for Parent system. You must include your parent's full name and permanent address as well as your name and student ID.
- Select each page you want your parent to see and select submit.
- An e-mail will automatically be sent to you with a summary of the pages after you have granted privileges. If you are the sole student, it will also include your parent's ID number and Pin number. You will need to contact your parent initially with this information. This information will also be displayed for you on the *authorized student information page*.

*If you have previously given your parent(s) your TOWER ID and password, it is **extremely** important that you change your password and that your parents use their own Id and pin number from this point forward.*

Once you have granted access to your parent, they will need to:

- Open the TAYLOR home page <http://www.taylor.edu>
 - Select the “[For Parent’s](#)” quick link on the home page
 - Select the [Tower4Parents](#)” quick link on the Parent’s page
 - [Login](#) using *their* TOWER ID and Pin number. *(Note: during their initial login, your parent will be required to change their Pin number and setup a security question and answer. **Your parent should contact you if they need assistance with navigation, forget their PIN, or experience difficulties with TOWER for Parents.***
 - Select the [Parent Access](#) menu option (Tower4Parent)
 - Select [Show Student Information](#)
 - Select a [Name](#) from the drop down list
 - Select the [page to view](#)
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Q: Why can I see my parent’s TOWER ID number and Pin number?

A: The reason you can see your parent(s) TOWER Id number and Pin number is because your parents can only see information that you already have access to. Thus, there is no ‘breach of security’ for you to know their login information. However, you should **never** share your login credentials with your parents. Your password allows you access to a full suite of services that are offered to you as a member of the campus community, and sharing your credentials is a violation of the Computer Usage agreement.

Q. I can’t see my parent’s TOWER ID and PIN- Why?

A. There are two possible reasons for this, both related to security and privacy concerns:

1. [You have a brother or sister attending Taylor](#). If so, then we cannot disclose your parents’ login information since this might allow you to view your sibling’s information.
 2. [Your parent\(s\) are alumni or employees of Taylor](#), and would have access to the TOWER and other campus information via their account. The system will not share your parent’s TOWER PIN with you since this might allow you access to more than just your student information.
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Q: Do I have to give my parents the same access to my account information?

A: No, both your parent’s names will appear as selections. You have complete control over which parent, if either, that you grant access to your information. For example, you could allow your father to see your grades and your bill, but only allow your mother to see your email address.

Q: What is FERPA?

A: The Family Educational Rights and Privacy Act (FERPA) protects the privacy of students. It prohibits the institution from disclosing any student information, including financial information and grades, without the authorization of the student. TOWER for Parent strictly adheres to FERPA privacy regulations.

Q: Whom do I contact if I experience difficulty with the TOWER for Parent application?

A: You can send an e-mail to tower4parent@Taylor.Edu and someone will respond to you as quickly as possible.

Q: My parent(s) are able to access the TOWER for Parent information from home, but get an error message when trying to access it from their place of employment. What is wrong?

A: Many businesses have a firewall that will not allow access to some outside internet sites. Your parent may have to contact the network administrator at their workplace to see if an adjustment can be made to the firewall software to allow them to access the Taylor site.

Q: My parent(s) can't see my mid-term grades. What is wrong?

A: Mid-term grades are posted only if below 'C.'
