

Steps performed by student

Logon to My.NDC.edu.

Go to the Parents Tab.

If you have a parent already loaded into the system you should see them here.

If you do not have a parent in the list that means that you do not have a parent loaded in the system.

You will want to complete the form on the Parents tab to request the addition of a parent.

To grant access to your information select your parent by clicking select.

Parents

Parent Account Registration

To setup an account for your parent, select one from the list below whose status is "Account Inactive"
To modify the permissions for your parents, choose a parent with an active account and follow the instructions on the next screen.
Parent accounts with a status of "Account Pending" are accounts that have been requested but have not yet been activated by your parent.

	Name	Status	Permissions
Select	Parent, Generic	Account Not Created	

Your parent will need to have a logon to the system. Enter a valid email for your parent in the two boxes. This will send an email with a link and logon information to your parent.

Parents

Parent Account Registration

In order for your parent to be able to view information on listed below and hit the next button.

Name:Parent, Generic

Logon Name:Generic_Parent2014

Email Address: generic@yahoo.com

Confirm Address: generic@yahoo.com

Next, grant access permissions to your selected parent.

Select the permissions that you want this parent to have.

Permissions:

- Financial
- Academic
- Student Life

Next press submit.

Your parent should receive an email to the above listed em

Finally press the continue button.

Parents

Parent Account Registration

Update Successful!

Your parent should now have an Account Pending status.

	Name	Status	Permissions
<input type="button" value="Select"/>	Parent, Generic	Account Pending	

If you have more than one parent and you wish for them to all have a logon, you must complete this process for EACH parent.

Your parent will now receive and email with instructions on how to complete the process.

Steps performed by parent

Sample email to parents regarding their pending registration:

Hello Generic! Your child has granted you access to Notre Dame College's online portal, my.ndc.edu. myNDC is an online tool that students, faculty and staff of Notre Dame College use to get a dynamic and always up to date view into institutional data that pertains directly to them. With this invitation you will be able to view the same information that your student does! Attached below are instructions for completing your registration. If you have any questions or problems with logging in, please feel free to contact the Student Success center at studentsuccess@ndc.edu 1.) Copy and paste the following address into your web browser's address bar: <https://my.ndc.edu/ICS> 2.) Go to the tab labeled "Parents" 3.) In the Registration box enter the email address that you received this email at. 4.) In the following box, enter your invitation code. Your invitation code is: s*3KL5f\$6^ This is case sensitive. 5.) Click the submit button. 6.) On the next screen, you will be asked to set your password. Please select a password that is at least 8 characters long. This screen will also inform you of your username that you will use to log into the portal. 7.) Click the submit button. 8.) You should now be able to log into the portal using the the username and password from step 5. Note: Your invitation code is only valid for 72 hours (3 days) after the date and time this message was received. If you invitation code should expire, you will need to have your student request a new login for you.

Type in the email used for the invitation, the Invitation Code and the birthday of your student. Then click the submit button.

Parents

Parent Account Setup

Please enter your email address in the field below.

Email:

Invitation Code:

Birthday of Student:

You should now be asked for a new password. It will also show your logon name.

Parents

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Parent Account Setup

Your username is: **Generic_Parent2014**

Please set your password below. Your password should be at least 8 characters and should be a mixture of uppwer and lower case letters and numbers.

Password:

Confirmm Password:

Enter a new password (Min. 8 characters, at least one upper case, at least one lower case and at least one number)

Click Submit.

You should see a completion message.

Password Change Successful!
This change may take up to 15 minutes to take affect.

When you wish to log in to look at your student you can now use the new logon ID and new password. Use the standard logon fields at the top of the screen.

User Name:	<input type="text"/>	Password:	<input type="text"/>	<input type="button" value="Login"/>
Home	Admissions	Course Schedule	Parents	Help