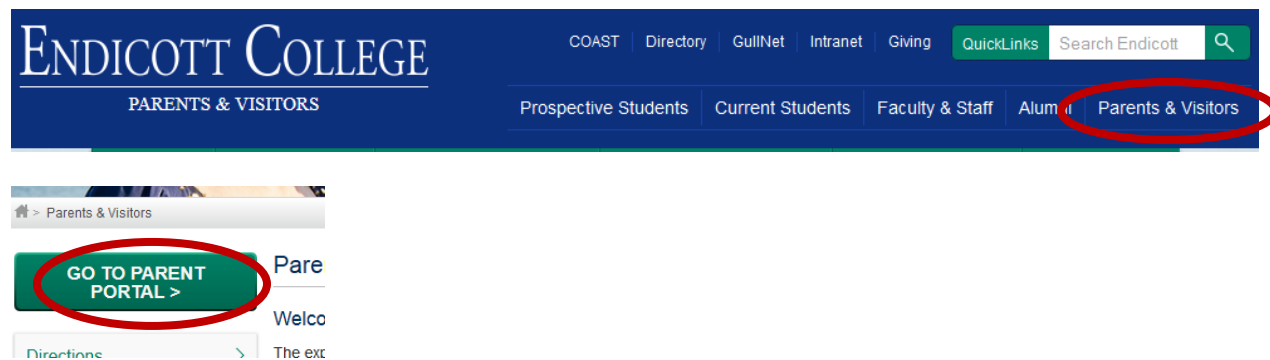
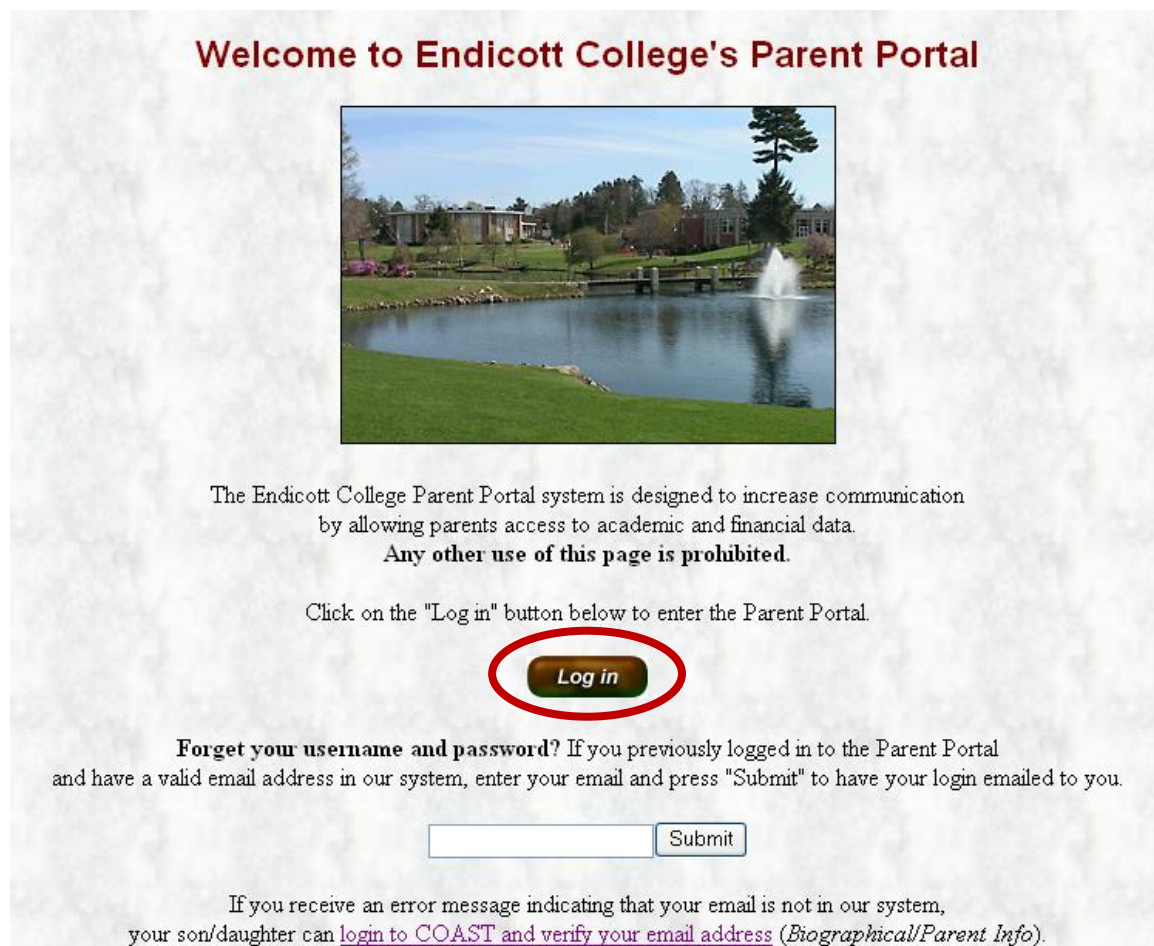


Parent Portal Information

To access Endicott College's Parent Portal, open a new browser window and point your browser to: www.endicott.edu. Click on the "Parents & Visitors" link at the top of the website, and then "Go To Parent Portal", located on the left side of the screen.



Please click on the "Log In" button to open the dialog box where you will enter your username and password.



Enter the (numeric) username and the password provided to you after you have validated your account and press OK.

The server cars.endicott.edu at Endicott Parent Portal requires a username and password.

User name: 123456

Password: ●●●●●●●●

Remember my password

OK Cancel

If you have not logged in recently, the “Current Option Settings” may still reflect the Session and Year from your last login. Click on the “Set Options” button to change the settings.

Make sure you have set the session and year appropriately for the data you would like to view. If the session and year are not properly set, you can change them using the 'Set Options' button below.

If your son/daughter is enrolled for a 4-year bachelor's degree, make sure "UNDG" is the selected program.

Program	Session	Year
UNDG	FA	2014

Set Options

To view data for a different session and year, click on Set Options.

If your son/daughter is enrolled for a 4-year bachelor’s degree, make sure “UNDG” is the selected program. Change the session/year to the session/year you are checking information for. For example, if you are looking to pay the invoice for the upcoming fall semester, you would select “Fall Term” and the current year. Press “Submit Options” when done.

Pick the program, session and year.

Program	Session	Year
Undergraduate Program	Fall Term	
Graduate Program	Spring Term	2015
Doctorate Program	Summer Term	
Undergraduate Associates	Winter Intersession	

Submit Options

It may take a minute to refresh the webpage with the new settings. When set, you will the settings box reflect the selections you have made.

Current Option Settings		
Program	Session	Year
UNDG	FA	2015

Below is a description of the menu links available through the Parent Portal.

The image shows a screenshot of the Endicott College Parent Portal. On the left, there is a navigation menu with the following items: HOME, Parent Portal Information, Welcome Screen, Academic Record, Billing Statement, Student Schedule, Progress Report, Confirm/Change Email, and Change Password. Red arrows point from each of these menu items to a corresponding callout box on the right. Each callout box contains a bolded title followed by a description of the link's function.

- Welcome Screen** – includes links for Bill Paying Options, the selected student, and the selected session and year of the information being displayed.
- Academic Record** – grades for all academic years and the current GPA.
- Billing Statement** – detailed report of all transactions, including tuition, room & board, meal plan, loans, and other fees and/or payments; also announces due date for all billing.
- Student Schedule**– displays the selected session/year’s academic schedule, including course name and professor; if available, a list of required books for a course will also be shown.
- Progress Report**– if submitted by a professor, comments and/or current grades for a course.
- Confirm/Change Email and Change Password**– parents can update their email addresses and change their passwords within the Parent Portal.

REMEMBER TO FULLY CLOSE YOUR BROWSER WHEN YOU HAVE COMPLETED REVIEWING YOUR STUDENT’S INFORMATION.