



OUR.CROWN PERMISSIONS PORTAL

Available on Our.Crown

2020-2021

Permissions Portal

The permissions portal on Our.Crown allows students to request an Our.Crown account for parents, guardians, spouses, employers or others with whom they have decided to share their information. The student must request the account and determine what access to grant (financial, academic or both).

Requesting an Account

Q: How do you request an account for a parent or spouse?

A: Click the Permissions tab in Our.Crown and then click in the box that says "Click Here to Define New FERPA Permissions" (see below). Your request must include the person's full name, birthdate, address and email address. That person will receive an email with a username and password within 1-2 weeks. The account will remain active until you request a change or cease enrollment at Crown.

Q: How do you know if someone already has an account?

A: If you have already granted permission for college representatives to share your information with others, their names will show on the Permissions tab. Check with the Registrar's Office to see if you requested an electronic account or just granted permission to share your information via phone or email.

Q: What if I want to grant someone permission to speak with a Crown representative but don't want to request an Our.Crown account?

A: Fill out the FERPA Privacy Permissions form under Students/Online Forms.

"The Permissions Portal allows Crown College students to grant financial or academic account access to others as needed. We encourage students to take advantage of this option."

-Student Services Team

The following people can currently access your student information. Click to [see your defined permissions](#).

Permission 1, FERPA

Permission 2, FERPA

Permission 3, FERPA

[Click Here to Define New FERPA Permissions](#)

Benefits

- Parents receive a personal Our.Crown account
- Billing payments can be made online through the Permissions Portal when students allow access
- Academic information is available if released by students
- The academic calendar with school breaks is posted on the page