Parents/Guardians/Others can now be granted their own username and password at the request of a student in order to view information about the student. Here is how the process works...

From the WTAMU Website (www.wtamu.edu) the student goes to MyBuff Portal.

The student logs in with their username and password.

Once on the Portal Page, click on the Buff Advisor icon at the top right of the page.
Once in Buff Advisor, the student clicks the “LOG IN” tab on the top of the page and then clicks on the “Students” Menu Tab. Under “Academic Profile” the last 3 links are related to the Parent Access.

**STEP ONE: “ADD PARENT/GUARDIAN/OTHER”**

The student will request that an account be created in the system for the person they want to have access to view their information by entering information specific to that person, including social security number and birthdate in order to prevent duplicate records being created for someone already in the system.

When the student clicks “SUBMIT”, the request is sent to the Office of the Registrar to create the record and create the connection between that record and the student’s information.

The student will receive an email at his/her WTAMU assigned email address confirming it has been processed and directing them to log back into Buff Advisor to actually grant the access desired.
STEP TWO: Choose who to grant access to and what type of access is desired.

This screen will show everyone who is “connected” to the student with the email address previously submitted.

Click the “Grant” box by the person you want to grant access to.

In the drop down box under “Access Level” choose from:

A-Academic Information
F-Financial Information
B-Academic & Financial

Click ‘SUBMIT’

This will generate an automated email sent to the Parent/Guardian/Other with their username and instructions for activating their account and creating a password.