9.2 Establish a Student/Parent Relationship for PLUS Loans

Purpose: Use this document as a reference on how to create a relationship between a student record and a parent record for PLUS loan processing using ctcLink.

Audience: Financial Aid staff.

You must have at least one of these local college managed security roles:

- ZC CC Personal Information
- ZD CC Personal Information
- ZD CC Super user
- ZZ CC Pers Info NID Update
- ZZ CC Personal Information

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Establish a Student/Parent Relationship

Navigation: NavBar > Navigator > Campus Community > Personal Information > Biographical > Relationships > Relationships

- 1. The Relationships search page displays.
- 2. Select the **Add a New Value** tab.
- 3. Enter **ID** that belongs to the student (not the parent).
- 4. Select **Add** button.

Relationships	
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- 5. The Relationships page displays.
- 6. Enter the **Effective Date**, which is usually the current date.
- 7. Select the **Active** list item on the **Status** row.
- 8. Enter the **Related ID**, which is the parent's ID (not the student's) Bio/demo information for the parent should then auto-populate in the fields below (ex: Name, Marital Status, National ID, etc).
- 9. Select the appropriate **Relationship** value from the drop-down menu.
- 10. Select the **Guardian** value from the drop-down menu; i.e., parent.
- 11. Select the **Relationship Address** tab.

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Comment							
Biographical Details	Legacy	Communi	cation Recipients	Joint Co	mmunication Management		
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- 14. The Relationship Address tab displays.
- 15. Verify mailing address under the Related ID (or Name) section.
- 16. Verify the email address is populated for the parent under the Related ID (or Name) section.
- 17. Select the **Save** button.

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- 18. The process to establish a student/parent relationship is now complete. The parent record can now be added to the student's PLUS loan record.
- 19. End of procedure.