


## 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**

Find an Existing Value **Add a New Value**

ID

**Add**

Find an Existing Value | Add a New Value

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.

**Relationships** | Relationship Address | Relationship Detail

Roux Washington 101000011

**Relationship** Find | View All First 1 of 1 Last

\*Effective Date 01/28/2019 \*Status Active

Related ID 101000003 \*Relationship Neighbor

\*Name Fisher, Nevada

Prefix Suffix

Sex Male Marital Status Married

\*Guardian Other

NID Country USA NID Type PR National ID 200904970

Comment

Biographical Details Legacy Communication Recipients Joint Communication Management

Save Notify Add Update/Display Include History Correct History

Relationships | Relationship Address | Relationship Detail

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.

Relationships | **Relationship Address** | Relationship Detail

Roux Washington 101000011

**Relationship Address Details** Find | View All First 1 of 1 Last

Effective Date 01/28/2019 Status Active

Relationship Neighbor Fisher Nevada

**Related ID (or Name)**

Fisher Nevada ☐ Joint Address

**Related ID (or Name) Address**

Address Type HOME Country United States

**Address** 9970 Pleasant Mtwy  
NEWPORT, WA 99156  
PEND OREILLE COUNTY

**Related ID (or Name) Email**

Email Type Email Address

**Primary ID**

Roux Washington ☐ Joint Address

**Primary ID Address**

Address Type HOME Country United States

**Address** 6197 Lincoln Dr  
SPokane, WA 99204

**Primary ID Email**

Email Type Email Address

**Save** **Notify** **Add** **Update/Display** **Include History** **Correct History**

Relationships | Relationship Address | Relationship Detail

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.