

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 *Status

Related ID *Relationship

*Name Fisher, Nevada

Prefix Suffix

Sex Male Marital Status Married *Guardian

NID Country USA NID Type PR National ID 200904970

Comment

Biographical Details

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 Related ID's Addresses

Country United States

Address 970 Pleasant Mtwy
NEWPORT, WA 99156
PEND OREILLE COUNTY

Related ID (or Name) Email

Email Type Related ID's Electronic Addresses

Email Address

Primary ID

Roux Washington Joint Address

Primary ID Address

Address Type HOME Primary ID's Addresses

Country United States

Address 6197 Lincoln Dr
SPOKANE, WA 99204

Primary ID Email

Email Type Primary ID's Electronic Addresses

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.