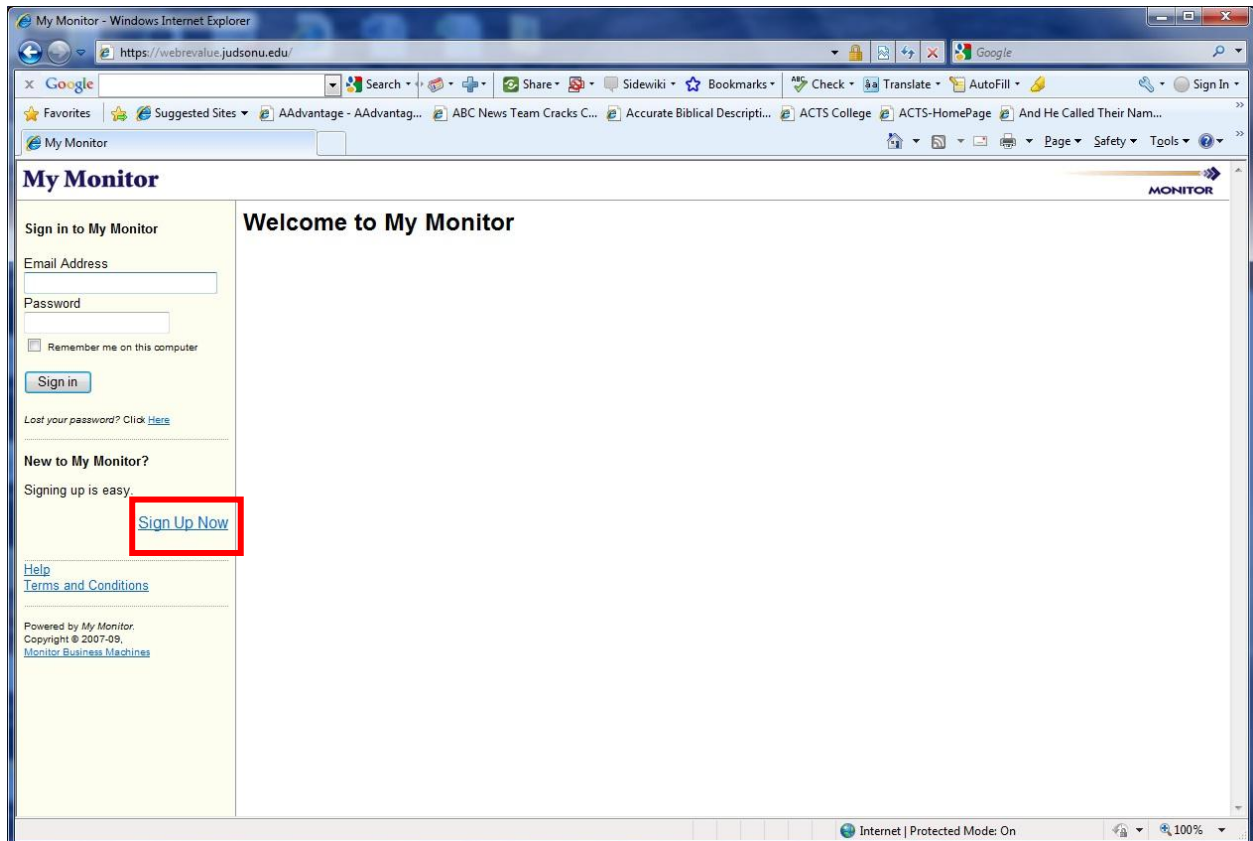


This system will allow you to add a parent or legal guardian to your account. They will be allowed to add money to your accounts once you give them access. You can do this by going to <https://webrevalue.judsonu.edu> and selecting **Sign Up Now**. This is very similar to the way your student account was set up.



Select **Parent Account** from the drop down menu and click **Proceed**.

The screenshot shows a Windows Internet Explorer browser window displaying the 'My Monitor' website. The address bar shows the URL 'https://webrevalue.judsonu.edu/newaccount.php'. The page title is 'My Monitor'. The main content area is titled 'Welcome to My Monitor' and contains the following text: 'It's easy to sign up, just follow the instructions below.' Below this, a green box contains the instruction 'Select the type of account you require.' followed by two bullet points: 'Choose Student if you are a student and want to manage your own account.' and 'Choose Parent if you want to manage accounts belongs to your child or children.' A dropdown menu is set to 'Parent Account' and a 'Proceed' button is visible below it. The left sidebar contains links for 'Back to Sign In Page', 'Help', and 'Terms and Conditions', along with copyright information: 'Powered by My Monitor. Copyright © 2007-09. Monitor Business Machines'. The status bar at the bottom indicates 'Done' and 'Internet | Protected Mode: On'.

Fill in the fields seen below, be sure to agree to the Terms and Conditions, then click **Create Account**.

The screenshot shows a Windows Internet Explorer browser window displaying the 'My Monitor' website. The address bar shows the URL <https://webrevalue.judsonu.edu/newaccount.php>. The page title is 'My Monitor'. The main content area is titled 'Welcome to My Monitor' and includes the text: 'It's easy to sign up, just follow the instructions below.'

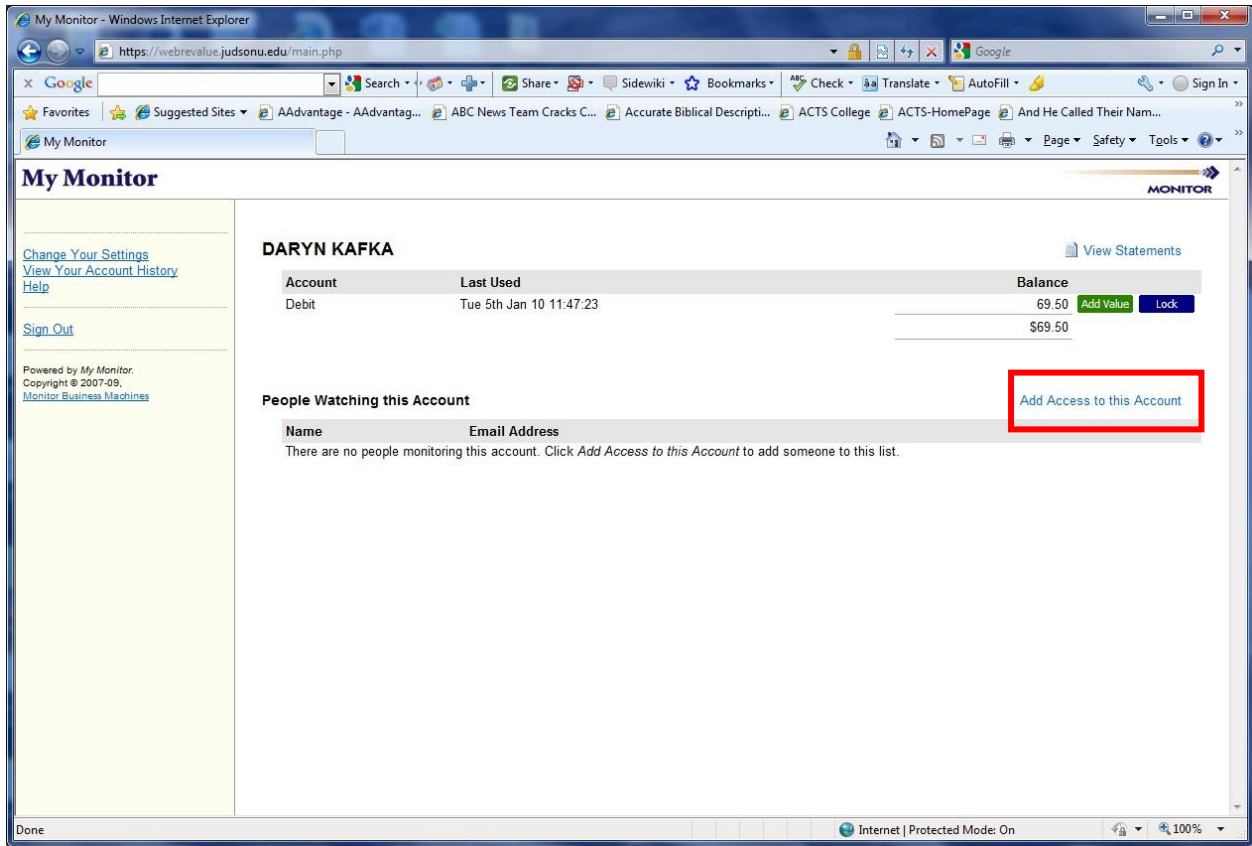
The 'Create Parent Account' form is divided into three steps:

- Step 1:** 'Enter your name.' There is a text input field labeled 'Name'.
- Step 2:** 'Enter your email address. This must be a valid address, as your account password details, which you will need to sign into your account, will be sent to this address.' There are two text input fields labeled 'Email Address' and 'Confirm Email Address'. Below the fields is the text: 'You will also use this address to sign into your account.'
- Step 3:** 'Before signing up you must agree to this web site's [Terms and Conditions](#).' There is a checkbox labeled 'I agree to the Terms and Conditions for using My Monitor.'

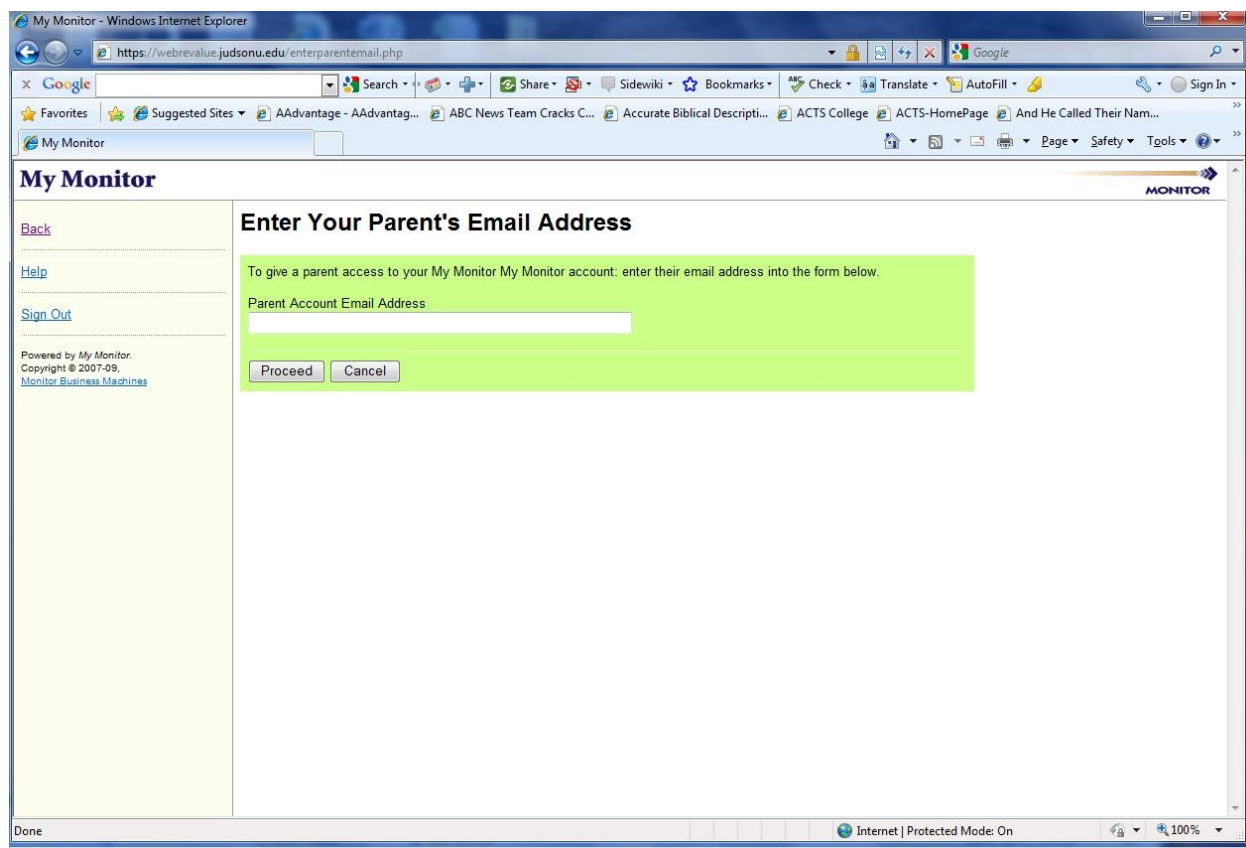
At the bottom of the form are two buttons: 'Create Account' and 'Cancel'.

The browser's status bar at the bottom shows 'Done' on the left and 'Internet | Protected Mode: On' on the right, along with a zoom level of 100%.

Once the account is created you will see a screen that tells you the account was created successfully with a button to return to the login page, select that button then log into your account. Once logged in you want to select the **Add Access to this Account** link on the right side of the page.



Here you will enter the parent or legal guardian email address you just set up. Click **Proceed**.



The screenshot shows a web browser window titled "My Monitor - Windows Internet Explorer". The address bar displays "https://webrevalue.judsonu.edu/enterparentemail.php". The browser's toolbar includes search, share, and navigation icons. The page content is titled "My Monitor" and features a sidebar with links for "Back", "Help", and "Sign Out". The main content area is headed "Enter Your Parent's Email Address" and contains a green highlighted box with the text: "To give a parent access to your My Monitor My Monitor account, enter their email address into the form below." Below this text is a text input field labeled "Parent Account Email Address" and two buttons: "Proceed" and "Cancel". The status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of "100%".

You will again receive a page that tells you the account was added successfully, click **OK**. This will take you back to your account page where you will then notice the parent or legal guardian has now been entered under the **People Watching this Account** area. This process will need to be repeated for as many people as you want connected to your account.