

## Connecting to Your Student in the Utah Tech Family Portal

Follow these steps to connect with your student and request access to their records through the Utah Tech Family Portal:

1. **Access the Family Portal:** Go to [utahtech.campusesp.com](https://utahtech.campusesp.com).
  - If you have an account, sign in.
  - If you don't have an account, click "Sign Up."
2. **Navigate to Connections:** Once logged in, locate and click on the graduation cap icon.
3. **Initiate Connection:** Click on "Add My First Connection."
4. **Enter Student Information:**
  - Enter your student's first and last name.
  - Enter your student's school email address (e.g., [firstname.lastname@utahtech.edu](mailto:firstname.lastname@utahtech.edu)).
5. **Select Relationship:** Choose your relationship to the student from the provided options
6. **Create a PIN:** Create a 4-digit PIN. This PIN will be used to verify your identity when calling for support.
7. **Select Record Access:** Choose which records you would like to request access to. Please note that your student has the final say and may only grant you access to certain records.
8. **Submit Request:** Click "Connect to your Student."

### What Happens Next:

Your student will receive an email notifying them of your access request. They will have the option to accept or deny the connection. Once they grant permission, you will be able to view their approved records.