



Drury Online Registration/Course Registration Parent/Guardian Parent Permission Form

Parents/guardians: You should receive two emails **after** your student submits a FERPA FORM (Information Release). Please check your email (junk/spam included) for two emails from Technology Services that contain your username and password.

Parents/Guardians:

- **GO TO:** my.drury.edu
- **LOGIN:** Use the username and password provided to you in the emails from Technology Services
 - The Login tab is in the top right corner next to the search icon (it's faint but there)

- **CLICK:** "My Student" in red bar at top of page
- **CLICK:** "Dual Credit Parent Permission Form" on left-hand side of page
- **Approval Year:** Choose Current Academic Year
- **Approval Term:** Choose Current Term
- **Please Select Student:** your student's name should be in the drop-down field
- **Approval Box:** Parent/guardian types their name
- **Click:** "SUBMIT"

Parents/Guardians: If you have not received your username and password from Drury's IT team 3-5 days after your student filling out the FERPA Form, please send an email to: helpdeskticket@drury.edu

Provide the following information:

1. Your full name
2. Your student's full name, student's DOB, include the high school they attend, and that they're registering for a Dual Credit course.
3. Let them know you have not received your login credentials to grant your student permission to take a Drury Dual Credit course.

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