I. Introductory
The Parent Portal (https://my.olin.edu) is an online-community designed to link you to valuable resources, exciting happenings, and important announcements as well as connect you to other parents within the Olin Family. We hope you find this to be a useful tool, enriching your Olin experience while your child is enrolled. The following guide will assist you in navigating throughout the portal.

II. How to Login
You should have already received a username and temporary password emailed to you separately. Please navigate to https://my.olin.edu and enter this information in the following login screen:

Please contact IT via helpdesk@olin.edu or 781-292-2430 should you run into difficulty logging-in.
A. DEFINITIONS

Sidebar
The Sidebar navigation panel is a vertical column that is always displayed on the left side of the portal and is divided into specific navigational areas with each area identified by a header. You can add Pages and Sub-Sections to the Sidebar by using the Context Manager and Edit Page features.

Portlet
Section of a Page that serves a purpose. Example: Handouts Portlet is meant for uploading and distribution of documents.

Page
A Page is any grouping of portlets. Every Page is associated with a Context (Tab or Section) or Sub-Section.

Tab, Section, or Context
Similar page types can be grouped together and displayed on a main area - this grouping is defined as a Tab or a Section or a Context and may contain multiple pages and Sub-Sections. The Tabs are visually displayed horizontally across the top portion of the portal and are always accessible from any location.

III. Personal Information
Once logged on, you will see your name in the Welcome bar under the Olin logo, at the top of the page. The Personal Info link next to your name allows you to update your Portal account and privacy settings as well as your biographical information with the College. The Account Info tab asks you your preferred name as referenced throughout the Portal. You’ll also see the email address to which the Portal account is connected.

The Biographical Info tab is where you can update personal data (name, nickname, address, other address, marital status, phone number, birthday etc.) with the college. (This information is not shared publically with other parents. It is used to update the institutional database to ensure you receive all communication from Olin.) Editable fields can be updated by clicking the pencil icon next to the section header. Please let the FAR office, 781-292-2264 or ParentRelations@olin.edu, know if any of the information displayed, that you are unable to edit, is incorrect. You do not have to fill in your spouse information as they also have an Olin Parent Portal account.
IV. Our Community

As defined in section IIA, the Tabs are the top level of organization within the Portal. These Tabs are sections designated by purpose or constituent/user type. The Tabs are displayed horizontally across the top portion of the Portal and are always accessible from any location. Users will only see Tabs to which they have access. Parents should see Home, Olin Family and My Page. Our Community includes the Parent and Alumni Communities. Only parent users can see and access the Parent Community and alumni users can see the Alumni Community.

V. Parent Community

As mentioned in the previous section, the Parent Community can be found under “Our Community”. Only current Olin parents, i.e. parents of currently enrolled Olin students, will have access to this Parent Community. Aside from IT and the Family and Alumni Relations office, access to the Parent Community is restricted to current Olin parents. Other staff and faculty will not have permission to access the Parent Community. This encourages you to speak freely about your suggestions, comments, questions and concerns between one another to better your Olin experience and the resources provided within this Portal.
VI. Contribution History

The Contribution History Portlet is where you can find a summary of your Olin giving. You can view this information by lifetime contribution, annual contribution, Phoenix Society (Olin’s giving club), and history of contributions and pledges. Other terms are defined as:

- **Spouse Credit** refers to credit you received for a spouse’s gift.
- **Associate Credit** refers to gifts given through donor advised funds or family foundations.
- **Matching Gift Credit** refers to corporate matching gifts.
- **Pledges**: If you have made a prior pledge commitment to Olin, you will see it outlined here.
VIII. Bookmarks

The Bookmarks portlet is used to display links to useful web resources and make them available to the Olin Parent Community. The bookmarks are broken down into categories. In the example below, there are two categories: Useful Links and Events.

Additional sets may be added later as necessary.

A. VIII. Handouts

This section is an online library of electronic documents, not already on the Olin website (particularly Parent pages or Student Affairs and Resources pages), that you may find valuable throughout your and your child’s Olin experience. Many may be electronic versions of hard copies you may have already received. Others may be documents of helpful hints when traveling or doing business in the area (i.e.
recommendations for orthodontists, dentists, family doctors, dry cleaners, auto services, hotels, restaurants, bakeries, etc.). Such businesses may be found in the Parent Handbook. This is a great location to share or ask for other parent recommendations based on previous experience. Olin parents also use the Olin Parent Facebook group for such personal experience inquiries or recommendations. Announcements, college news and happenings, reminders, events and more will be shared through email and/or the Olin College (main) Facebook and the Olin Family & Alumni Relations Facebook pages so please be sure to “Like” them to follow.

IX. My Page tab

Within the My Page tab you are able to customize which portlets (see VI for options) you would like to utilize and the layout of how these portlets will be displayed. A wizard will walk you through how to customize your page.
IX. Forgot Password Feature

“I forgot my password” functionality has been added to the Parent Portal. If you enter an incorrect password you will be presented with a link that will allow you to reset your password and have a new one emailed to you (using the primary email that you have already submitted to the College). For this functionality to work, you must first set up your security question while logged into the Portal using the initial, temporary password sent to you by the College. To do so, log in using your credentials then hit “Personal Info” link next to your name at the top of the page. Under “My Info” click the “Password Tab”.

Once there, click on “Password Hint”. On the next page, you will be asked to create a question and answer combination. You will be asked this question if you ever forget your password and attempt to reset it.

Enter a question and an answer and hit the Save button. You have now set up your security question.

X. Help

We will be more than happy to walk you through this site to help you become familiar with its features and benefits. If you have anything to suggest, add or need assistance, please contact the Family and Alumni Relations office: ParentRelations@olin.edu or 781-292-2264.