Campus Solutions Delegated Access- Student

This training document will show the student how to delegate their Campus Connection data to a proxy.

Adding Proxy

1. From your Student Homepage, Navigate to the Student Self Service Tile

Academic Progress	Tasks	Manage Classes	
The Academic Requirements report is not available.	2 Holds		
Financial Account Financial Aid Acc	Academic Records	Profile	
		\$	
Information Center Student Self Service You're on Stage			

2. Within the Student Self Service Tile, Navigate to Share My Information. From here you can click 'Delegate Access to a New Contact'.

< Student Homepage	Student Self Service
🖇 Student Center	Patty O'Furniture
Parking	Share My Information
On-Campus Housing	Share My Information - Summary
Browse Catalog - All Campuses	Following is the list of contacts you delegated access to your own data. To edit the information for a contact, select the Edit button. To delegate access to a new contact, select the Delegate Access to a New Contact button.
Class Search - All Campuses	Delegate Access To & New Contact
Share My Information	

3. Terms and Condition page. Once you have read, either click 'I Accept' or 'I Decline'.

Share My Information

Share My Information

Share My Information - Terms and Conditions

In compliance with the Federal Family Education Rights and Privacy (FERPA), the university is prohibited from providing certain information from your student records to a third party. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. Section 1232g; 34 CFR Part 99. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

I understand that, by selecting the "I accept" button below, I am giving written consent for University representatives to disclose student information specified by me herein to the individual(s) identified as a contact name for the purpose of facilitating the administration of the specified information. I am entitled to change, amend or rescind this authorization at any time.



4. Share My Information- Details- Here you will enter the Proxy's Information and the pages you want the proxy to be able to view. Once you click 'Save', the student and proxy will receive an email.

וכ	nare My Information - Det *Contact I	ails Name Ashley Hanson		
	*Relatio	nship Mother v		
	*Contact Email Ad	dress ashley.a.hanson@ndus.edu		
	*Confirm Email Ad	dress ashley.a.hanson@ndus.edu		
	Contact S	Description	Start Date	Transaction Status
	Financial Aid	Delegate the ability to view Award Summary, College		
۲	i manolar / da	Financial Planning, and Financial Ald Summary.		
•	Pay Online	Delegate the ability to make payments on account.		
•	Pay Online Student Finance	Prinancial Planning, and Prinancial Ad Summary. Delegate the ability to make payments on account. Delegate the ability to view Account Balance, Payment History, and View 1098T.		
•	Pay Online Student Finance View Campus Contact Information	Prinancial Planning, and Prinancial Ad Summary. Delegate the ability to make payments on account. Delegate the ability to view Account Balance, Payment History, and View 1098T. Delegate the ability to view your addresses, e-mail and phone numbers.		
•	Pay Online Student Finance View Campus Contact Information View Classes	Printicial Planning, and Printicial Ad Summary. Delegate the ability to make payments on account. Delegate the ability to view Account Balance, Payment History, and View 1098T. Delegate the ability to view your addresses, e-mail and phone numbers. Delegate the ability to view class schedules.		
 <	Pay Online Student Finance View Campus Contact Information View Classes View Course History	Printical Planning, and Printical Ad Summary. Delegate the ability to make payments on account. Delegate the ability to view Account Balance, Payment History, and View 1098T. Delegate the ability to view your addresses, e-mail and phone numbers. Delegate the ability to view class schedules. Delegate the ability to view course history.		
 <	Pay Online Student Finance View Campus Contact Information View Classes View Course History View Grades	Prinarcial Planning, and Prinarcial Ad Summary. Delegate the ability to make payments on account. Delegate the ability to view Account Balance, Payment History, and View 1098T. Delegate the ability to view your addresses, e-mail and phone numbers. Delegate the ability to view class schedules. Delegate the ability to view course history. Delegate the ability to view grades		

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Need Assistance?

Update Proxy

1. From your Student Homepage, Navigate to the Student Self Service Tile

		-	Student H	lomepage		
Ac	ademic Progress			Tasks	Manage Classes	
	Report Type has not be	een setup for this page.		1 To Do's 1 Holds		
Fin	nancial Account	Financial Aid		Academic Records	Profile	
					\$	
Inf	formation Center	Student Self Service				
	-	~				
	You're on Stage					

2. Within the Student Self Service Tile, Navigate to Share My Information.

 Student Homepage 	Student Self Service	
🐝 Student Center	2 1 O A Garage Conter	
T Parking	▼ Academics	Search for Classes
Ton-Campus Housing	Search Plan	Share My information
Browse Catalog - All Campuses	Enroll My Academics Enrollment Shopping Cart	▼ Holds
👕 Class Search - All Campuses	other surdemic ▼) ⊗	Financial Aid Information Details
🔚 Share My Information	▼ Finances	▼ To Do List
	My Account Account finguing You have no outstanding charges at this time.	No To Do's.
	Account Summary	Milestones
	Enroll in Direct Deposit Pay Online Now Student Account Patall	No Milestones
	View 1098-T Info	Enrollment Dates
2	Financial Obligation Agreement Financial Aid	Open Enrollment Dates
	View Financial Aid	
	Report Other Financial Aid	Auvisor Program Advisor
		None Accimed



Need Assistance?

3. Click on 'Edit'.

 Student Homepage 						Stude	nt Self Service
🐝 Student Center	Nancigii Webei	(
Parking	Share My Info	ormation					
👕 On-Campus Housing	Share My Inform	ation - Summary					
Browse Catalog - All Campuses	Following is the list of the the Edit button. To dele	contacts you delegated access agate access to a new contact, s	to your own data select the Del	a. To edit the inform ete Access to a N	mation for a ew Contact	contact, select button.	
	Delegate A	ccess To A New Contact					
Class Search - All Campuses	Sector Ashley Hans	on			Edit	Delete	
Share My Information	Contact Name	Contact Email Address	Re	lationship	Contact S	tatus	1
	Ashley Hanson	ashley.a.hanson@ndus.ed	u Mo	other	Accepted		
	Shared Transaction	ons					1
	Shared Access		Start Date	Transaction	n Status		1
	Pay Online		04/17/20	Access Gr	anted		1
	View Campus Contac	t Information	04/17/20	Access Gr	anted		
	Student Finance		04/17/20	Access Gr	anted		1
	View Tasks		04/17/20	Access Gr	anted		
	Financial Aid		04/17/20	Access Gr	anted		

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4. Click which pages you would want you want the proxy to see or not see. Then click 'Save'. Once you click Save, student and proxy will receive an email.

S	hare My Information			
S	hare My Information - Deta	ails		
	*Contact M	Name Ashley Hanson		
	*Relatior	nship Mother v		
	*Contact Email Add	tress ashley.a.hanson@ndus.edu		
	0			Percent Email Notification
	Contact S	tatus Accepted		Resenu Email Notification
	Transaction Name	Description	Start Date	Transaction Status
1	Financial Aid	Delegate the ability to view Award Summary, College Financial Plannning, and Financial Aid Summary.		Access Granted
1	Pay Online	Delegate the ability to make payments on account.		Access Granted
1	Student Finance	Delegate the ability to view Account Balance, Payment History, and View 1098T.		Access Granted
1	View Campus Contact Information	Delegate the ability to view your addresses, e-mail and phone numbers.		Access Granted
	View Classes	Delegate the ability to view class schedules.		
	View Course History	Delegate the ability to view course history.		
	View Grades	Delegate the ability to view grades		
_	View Tasks	Delegate the ability to view To-Do list, Holds, and Communications (List Only)		Access Granted

Return to Share My Information Summary

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Delete Proxy

1. From your Student Homepage, Navigate to the Student Self Service Tile

	▼ Stude	nt Homepage		
Academic Progress		Tasks	Manage Classes	
Report Type has not be	een setup for this page.	1 To Do's 1 Holds		
Financial Account	Financial Aid	Academic Records	Profile	
				
Information Center	Student Self Service			
	-			
You're on Stage				

2. Within the Student Self Service Tile, Navigate to Share My Information.

C Student Homepage	Student Self Service	
🐝 Student Center	2 1 O A Garage Conter	
T Parking	▼ Academics	Search for Classes
Ton-Campus Housing	Search Plan	Share My information
Browse Catalog - All Campuses	Enroll My Academics Enrollment Shopping Cart	▼ Holds
👕 Class Search - All Campuses	other surdemic ▼) ⊗	Financial Aid Information Details
🔚 Share My Information	▼ Finances	▼ To Do List
	My Account Account finguing You have no outstanding charges at this time.	No To Do's.
	Account Summary	Milestones
	Enroll in Direct Deposit Pay Online Now Student Account Patall	No Milestones
	View 1098-T Info	Enrollment Dates
2	Financial Obligation Agreement Financial Aid	Open Enrollment Dates
	View Financial Aid	
	Report Other Financial Aid	Auvisor Program Advisor
		None Accimed



Need Assistance?

3. Click 'Delete'. Once you click 'Yes-Delete', student and proxy will get email.

					Student Self	f Servi
😵 Student Center	Nancigit Weber					
Parking	Share My Info	ormation				
🗧 On-Campus Housing	Share My Informa	ation - Summary				
Browse Catalog - All Campuses	Following is the list of c the Edit button. To dele	contacts you delegated access to gate access to a new contact, sei	your own data. To lect the Delegate A	edit the information for a c access to a N. Contact bu	ontact, select utton.	
Class Search - All Campuses	Delegate Ad	ccess To A New Contact		Edit	Delete	
Share My Information	Contact Name	Contact Email Address	Relation	nship Contact Sta	tus	
	Ashley Hanson	ashley.a.hanson@ndus.edu	Mother	Accepted		
	Shared Transactio	ne				
	Shared Access	13	Start Date	Transaction Status		
	Pay Online		04/17/20	Access Granted		
	View Campus Contact	t Information	04/17/20	Access Granted		
	Student Finance		04/17/20	Access Granted		
	View Tasks		04/17/20	Access Granted		
	Financial Aid		04/17/20	Access Granted		

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Delete Confirmation



Are you sure you want to delete Ashley Hanson?



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Need Assistance?