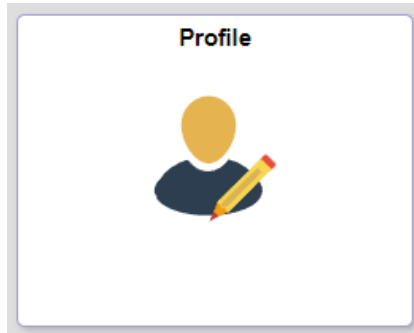


# Delegated Access

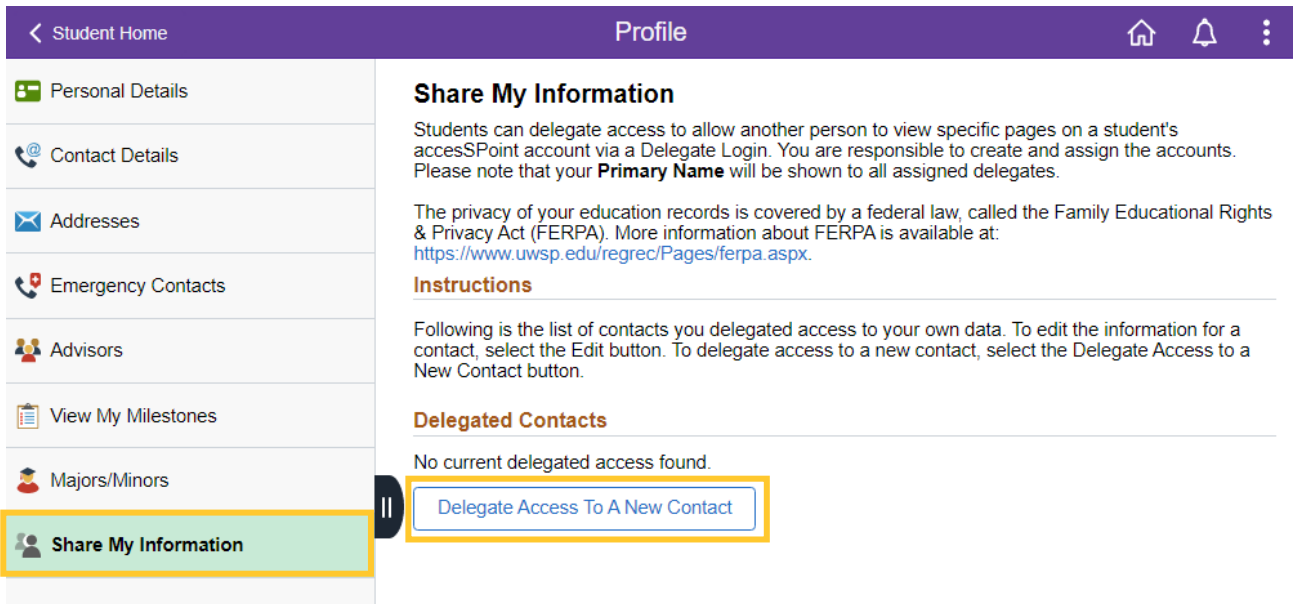
## Granting Access Guide For Students

**Step 1:** Student logs in to accesSPoint

**Step 2:** Student clicks on the **Profile** tile.



**Step 3:** Click **Share My Information** from the navigation menu and then click the **Delegate Access to a New Contact** button.

A screenshot of a web application interface. At the top, there is a purple navigation bar with a back arrow, the text "Student Home", the word "Profile", and icons for home, notifications, and a menu. Below the navigation bar is a left-hand navigation menu with several items: "Personal Details", "Contact Details", "Addresses", "Emergency Contacts", "Advisors", "View My Milestones", "Majors/Minors", and "Share My Information". The "Share My Information" item is highlighted with a yellow border. To the right of the navigation menu is the main content area. It has a heading "Share My Information" followed by a paragraph of text explaining delegation. Below that is a link to FERPA information. Then there is an "Instructions" section with a paragraph of text. Finally, there is a "Delegated Contacts" section with the text "No current delegated access found." and a button labeled "Delegate Access To A New Contact" which is highlighted with a yellow border.

## Step 4: Read the Terms and Conditions and click I Accept button to proceed.

### 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.

I accept

I decline

## Step 5: Fill out the information for the person you are delegating access to.

### Share My Information

By creating an account for another person, you are giving access to view specific pages of information in accesSPoint. This allows the person to login with their own user I.D. and password and to see information in accesSPoint. You decide which information they can access. This also allows the person to contact the associated Student Services offices (Student Financials/Registrar/Financial Aid) to ask questions about this information.

\*Contact Name

\*Relationship

\*Contact Email Address

\*Confirm Email Address

Contact Status Unknown

## Step 6: Designate how much information the delegate can access by clicking the appropriate checkboxes in the Shared Area column.

<input type="checkbox"/> Shared Area	Description	Start Date	Status
<input type="checkbox"/> Academics - Grades	Delegate the ability to view grades, GPA, and academic standing information for all terms.		
<input type="checkbox"/> Academics - Schedule	Delegate the ability to view your class schedule for the current and future terms.		
<input type="checkbox"/> Financial Aid	Delegate the ability to view your financial aid summary, disbursements, and cost of attendance. If the delegate calls, staff will only be able to discuss information if they are a parent, step-parent, or spouse listed on the FAFSA.		
<input type="checkbox"/> Student Financials - 1098	Delegate the ability to view or print your 1098T tax form(s).		
<input type="checkbox"/> Student Financials - Account	Delegate the ability to view your direct deposit setup, bills, and account activity.		
<input type="checkbox"/> Student Financials - Make a Payment	Delegate the ability to make payments on your behalf.		
<input type="checkbox"/> Tasks & Holds	Delegate the ability to view your tasks and holds, including, but not limited to: academic progress, advising, financial aid, and billing tasks and holds.		

Save

## Step 7: Click Save.

**Step 8:** Student receives an email acknowledgment of what was granted.

**Step 9:** The delegate receives an email with instructions on creating an account to access the student's information.

**Step 10:** The delegated person will now appear on your delegates list.

▼ Assigned Delegate - Dad Pointer

[Edit](#) [Delete](#)

Contact Name	Contact Email Address	Relationship	Contact Status
Dad Pointer	DadPointer@gmail.com	Father	Unknown

Shared Access ◊	Start Date ◊	Transaction Status ◊
Student Financials - Account	01/21/22	Submitted
Financial Aid	01/21/22	Submitted

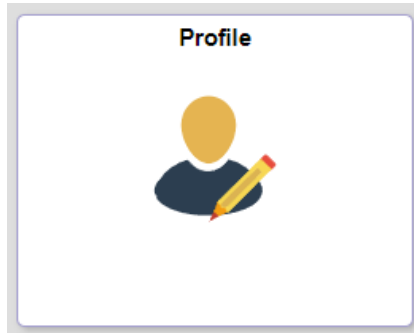


# Delegated Access

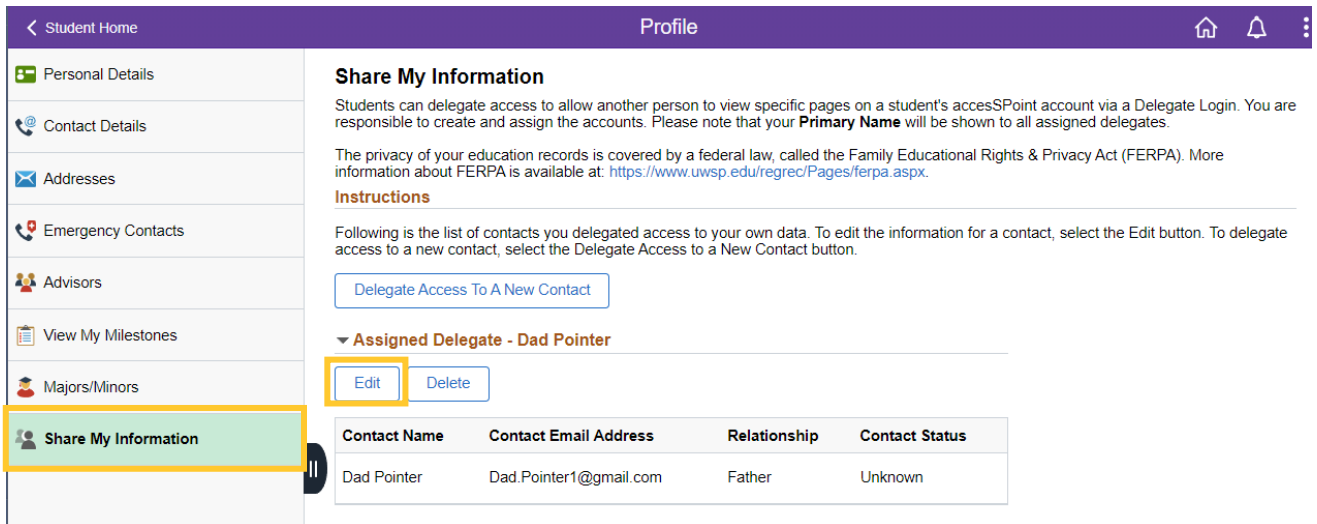
## Re-sending Email to Delegate

**Step 1:** Student logs in to accesSPoint

**Step 2:** Student clicks on the **Profile** tile.



**Step 3:** Click **Share My Information** from the navigation menu and then click the **Edit** button of the delegate you wish to resend email to.

A screenshot of the 'Student Home' profile page. The page has a purple header with 'Student Home' on the left and 'Profile' in the center, along with home, notification, and menu icons on the right. A left-hand navigation menu lists various options, with 'Share My Information' highlighted in green and a yellow border. The main content area is titled 'Share My Information' and contains instructions, a 'Delegate Access To A New Contact' button, and a section for 'Assigned Delegate - Dad Pointer'. In this section, the 'Edit' button is highlighted with a yellow box. Below this is a table with columns for Contact Name, Contact Email Address, Relationship, and Contact Status.

Contact Name	Contact Email Address	Relationship	Contact Status
Dad Pointer	Dad.Pointer1@gmail.com	Father	Unknown

**Step 4:** Click the Resend Email Notification button. This will resend the last email.

## Share My Information

By creating an account for another person, you are giving access to view specific pages of information in accesSPoint. This allows the person to login with their own user I.D. and password and to see information in accesSPoint. You decide which information they can access. This also allows the person to contact the associated Student Services offices (Student Financials/Registrar/Financial Aid) to ask questions about this information.

\*Contact Name

\*Relationship

\*Contact Email Address

Contact Status Unknown

[Resend Email Notification](#)

