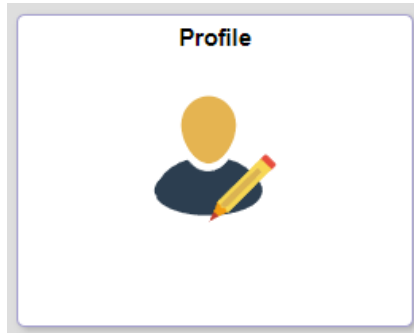


Delegated Access

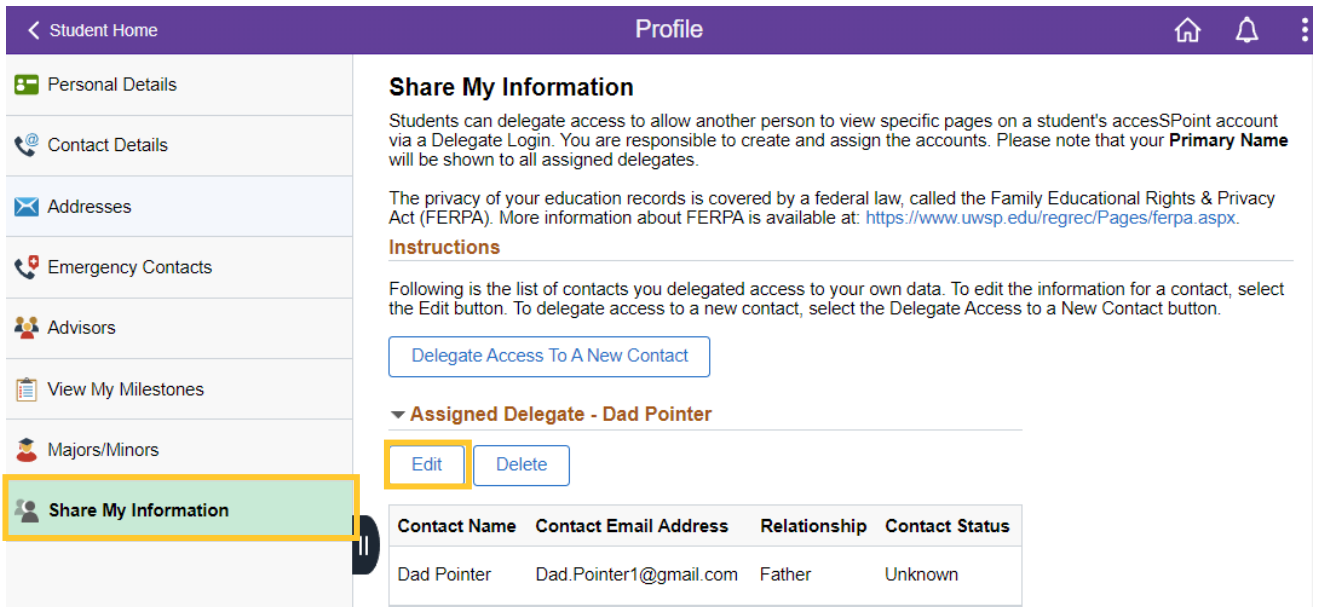
Revoking Access Guide For Students

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. To revoke certain access from a delegate, the student clicks on the **Edit** button.

A screenshot of a web application interface. The top navigation bar is purple with a back arrow, "Student Home", "Profile", a home icon, a bell icon, and a menu icon. On the left is a navigation menu with items: Personal Details, Contact Details, Addresses, Emergency Contacts, Advisors, View My Milestones, Majors/Minors, and "Share My Information" (highlighted with a yellow border). The main content area is titled "Share My Information" and contains text about FERPA, instructions, a "Delegate Access To A New Contact" button, and a section for "Assigned Delegate - Dad Pointer" with "Edit" and "Delete" buttons. Below this is a table with columns: Contact Name, Contact Email Address, Relationship, and Contact Status. The table has one row: Dad Pointer, Dad.Pointer1@gmail.com, Father, Unknown.

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

Step 4: After unchecking the ones that the student would like to revoke, similar to granting access, the student then clicks the Save button.

<input checked="" 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.		Submitted
<input type="checkbox"/> Academics - Schedule	Delegate the ability to view your class schedule for the current and future terms.		Submitted
<input checked="" 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.		Submitted
<input checked="" type="checkbox"/> Student Financials - 1098	Delegate the ability to view or print your 1098T tax form(s).		Submitted
<input checked="" type="checkbox"/> Student Financials - Account	Delegate the ability to view your direct deposit setup, bills, and account activity.		Submitted
<input checked="" type="checkbox"/> Student Financials - Make a Payment	Delegate the ability to make payments on your behalf.		Submitted
<input checked="" 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.		Submitted

Step 5: To remove access entirely from a delegate the student clicks on the Delete button on the page Share My Information page.

< Student Home
Profile

- Personal Details
- Contact Details
- Addresses
- Emergency Contacts
- Advisors
- View My Milestones
- Majors/Minors
- Share My Information

Share My Information

Students can delegate access to allow another person to view specific pages on a student's accessPoint account via a Delegate Login. You are responsible to create and assign the accounts. Please note that your **Primary Name** will be shown to all assigned delegates.

The privacy of your education records is covered by a federal law, called the Family Educational Rights & Privacy Act (FERPA). More information about FERPA is available at: <https://www.uwsp.edu/regrec/Pages/ferpa.aspx>.

Instructions

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.

Assigned Delegate - Dad Pointer

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

Step 6: The student will then confirm the access deletion as shown.

Delete Confirmation

Are you sure you want to delete Dad Pointer?