## SETTING UP DELEGATED ACCESS (PROXY) STEP 1

Delegated access allows students to grant others viewable access to certain pages within Campus Connection. This does not replace the FERPA Release Form. Students are able to grant a proxy access to financial aid, costs, balances, & payment history, student's contact information, class schedule, grades, to-do lists, & communications. \*In order to give others access to make online payments, you will need to add them as an Authorized Payer in QuickPAY.



## A) Student (Delegator) Steps

**1.** Log into your <u>Campus Connection</u> > Student Self Service > Share My Information



**2.** Click on Delegated Access to a New Contact. This will also show any current delegated access. Then read the Terms & Conditions, click I Accept.

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**3.** Enter required information, choose which options you'd like to grant access for. Click **Save**. On the pop-up, click **OK**.

Select any or all to share.



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## SETTING UP DELEGATED ACCESS (PROXY) STEP 2

After the student (delegator) has granted access to a Proxy, the Proxy will receive an email notification stating that they have been granted access to a students' campus connection data.



## B) Proxy Steps

**4.** In the email received, click on the <u>link</u> to create an account. (Note: the email will also include a *security key* that will be used in the Terms & Condition step.)



**5.** This will bring up the registration page. (If you are already a Proxy for another student, you can just sign in.) Go to Create Account, enter information requested. Proxy's User ID must begin with "prxy." and click Create Account.



**6.** Accept the Terms & Conditions, input Security Key, Contact Email, and your Personal Information and click Submit. Click OK on the popup.

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7. The Proxy can now log in to view the shared information at <u>www.ndscs.edu/campusconnection</u> > Campus Solutions Guest Page. Remember your User ID will begin with "prxy".