A) <u>Student (Delegator's) Steps</u>

1. Log into <u>CampusConnection</u> > Student Self Service > Share My Information



2. Click on "Delegate Access to a New Contact"

<	Share My Information
Nicole Share My Information	
Share My Information - Summ	ary
Following is the list of contacts you deleg the Edit button. To delegate access to a	galed access to your own data. To edit the information for a contact, select new contact, select the Delegate Access to a New Contact button.
No current delegated access found	
Derogate Access To A New C	Contact

3. Read the Terms and Conditions and choose "I accept"



4. Enter required information and choose which options you'd like to grant access for

	<		Share My Informat
Nic Sh	ole are My Information		
Sh	are My Information - De	tails	
	*Contact	Name	Willie Wildcat
	*Relatio	onship	Friend
	*Contact Email Ac	Idress	Wildcat@gmail.com
	*Confirm Email Ac	Idress	Wildcat@gmail.com
	Contact	Status	Unknown
	Transaction Name	Des	cription
	Financial Aid	Del	egate the ability to view Award Summary, ancial Plannning, and Financial Aid Sumn
	Pay Online	Del	egate the ability to make payments on ac-
	Student Finance	D(Pi	ince
Ø	View Campus Contact Information	Pear	choose any or all to share es, c
	View Classes	De	les.
Ø	View Course History	Del	egate the ability to view course history.
	View Grades	Del	egate the ability to view grades
\bigcirc			ente the childs to slow To De list Melde

5. "Save" then "Ok"

B) <u>Delegated Access - Proxy Steps</u>

6. After the student (delegator) has granted you access, you will receive an email notification stating that they have been granted access to a student's campus connection data. In this email, click on the <u>link</u> and you will need the security key to link you to the student.

Access to Nicole's school data has been granted to you.				
ndus.noneph@rdus.edu	15 74817	(1) Repty All	+9 Fotuard	***
			784528/2020	3.09 294
WEILER WEIDER, you have been gentled access to Rectify math, the weil he wile to perform or view the following ten				
- Transmit Ass - Prop. Doils - Prop. Doils - Proc. Depart Software Information - Proc. Departs - Proc.				
Instructions:				
1. Click this line to advance our echoic system. The will be asked to sign in being your ealering feer TD to assess of you will be area to create one.	at elle, 1	P you do not	have nor all	(+xity
2. After signing in to our system, you will be required to accept or decline the "Terms and Conditions for accessing	somebody	siss's data".		
3. The will also be required to enter the following two pieces of informations				
a) The Security Key: will be a special key for why yes for the makers				
b) The exail address where we sent you this multinetion.				
The above steps are only regulated when at is the first time job register to access suchis to gata.				
This is an auto generated enails planae do not respond to this sensage.				

7. After clicking on the link in the email, you will create an account. Proxy user's ID's must begin with "prxy.". (If you already have a proxy account you can just sign in and input the security key to add another student). Then click on "Create Account"

	Delegated A	Access	Registration
			New Window Heig
legated Access Registrat	ion		
regated risebus riegosia			
			To use an existing user ID
ier ID	Password		and persected, sign in at left.
1999.		Sign in	If you don't have a user ID, fill
			in the information to create a
reste Account			proxy account, Proxy user
			IDs must begin with "proy."
Create Account			You may add from 5 to 25
or cuto recount			following the period.
User	proy will owide all		
Password			Passwords must be at least 8
Confirm Password			charactors and are case
Email Address	Wildow@gmail.com		sensitive. A combination of
First Name	Wite		maribers and special
Last Name	Wateral		charactors is recommended.
	a trade of the		

8. Agree to the Proxy Terms and Conditions and enter the security key from your email along with your email and name. Then click "Submit"

Aller - Include		
ville vvildcat		
erms and conditions for a	ccessing somebody else's a	data
Terms and Conditions		
The following terminology appli access. "Proxy" refees to you, 1 Agreement: All provises are required to sign confirming the understanding conditions, entaring your Secur	es to these Terms and Conditions: he person authorized to view or up this agmement for each of the dole and acceptance of this policy. You by Kiny and your email address.	"Delegato" refers to the person who delegated you don the Delegator's data on the or the behalf. Ugstor's that delegated them access to their data sign the agreement by accepting the terms and
22270220	T decime internet and	econolitions
DA Security Key	Enter key from omail	Enter the Socurity Key included in the small notification
DA Security Key Gontact Email	Enter key from omail WilliewEtcat@gmail.com	Enter the Socurity Key included in the email notification Enter the Socurity Key included in the email address that the notification
DA Security Key Contact Email Your Personal Information	Enter key from email Willewärtcat@gmail.com	Enter the Security Key included in the email notificator Enter the Security Key included in the email notificator Enter the email address that the motifica
DA Security Key Centact Email Your Personal Information First Name With Last Name With	Enter key from email Enter key from email Willewähltstißgynwi com	Exclusion Unit 6000

- 9. Click "Ok" on the Delgate Access Completion popup
- You can now log in with your proxy access online at <u>www.ndscs.edu/campusconnection</u> to view the Shared Information.