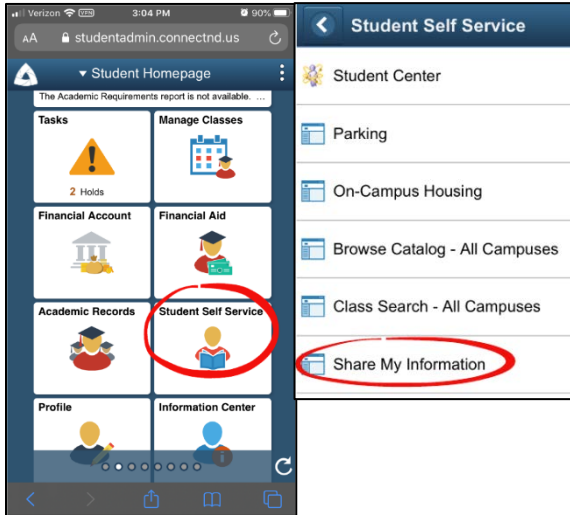


Instruction for Setting Up Delegated Access

A) Student (Delegator's) Steps

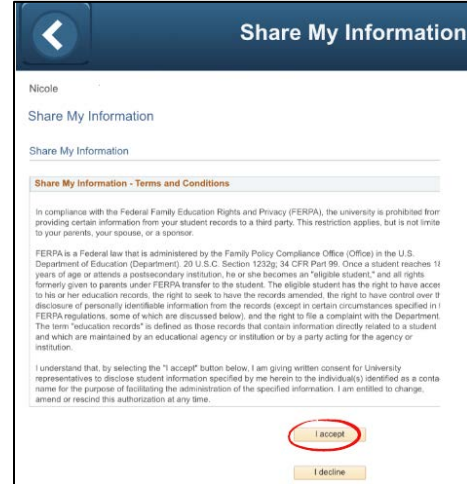
1. Log into [CampusConnection](#) > Student Self Service > Share My Information



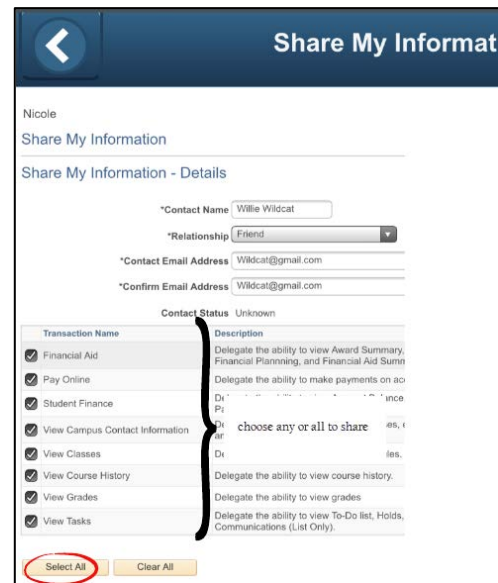
2. Click on "Delegate Access to a New Contact"



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



5. "Save" then "OK"

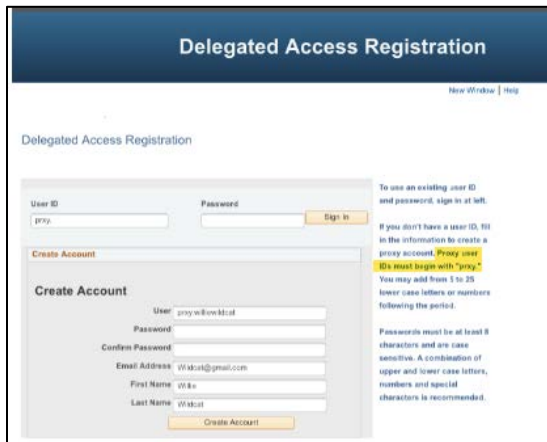
Instruction for Setting Up Delegated Access

B) Delegated Access - Proxy Steps

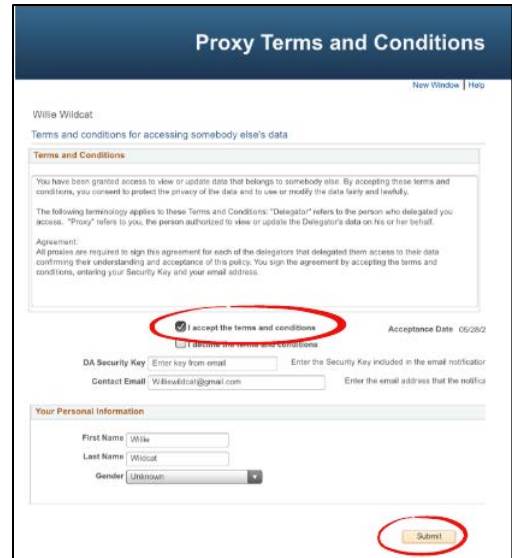
6. After the student (delegator) has granted you access, you will receive an email notification stating that they have been granted access to a student's campus connection data. In this email, click on the link and you will need the security key to link you to the student.



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"



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"



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