Instructions for Setting Up Delegated Access

(Additional access options can be found at NDSCS.edu > search for “FERPA” (to give NDSCS permission to release information on the student’s behalf) or “Authorized User” (to grant access to others within the online payment system.)

**Delegated Access (Proxy)** - Students can allow others to view their CampusConnection activity by giving them Delegated Access. The student is able to specify which areas of CampusConnection they want to delegate access to, including any or all of the following: financial aid information, costs, balances & payment history, student's contact information, class schedules, grades, to-do lists, holds & communications. NOTE: the person who receives Delegated Access, called a Proxy, will not be able to add/delete/change any information within CampusConnection on behalf of the student.

**A) Student (Delegator) 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; click “I accept”:**

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

5. **Click “Save”. On the pop-up, click “Ok”.

(Turn over for Proxy steps →)

- **Student Homepage**
- **Student Self Service**
- **Share My Information**
- **Delegate Access To A New Contact**
- **Share My Information - Summary**
- **Share My Information - Terms and Conditions**
- **Share My Information - Details**
- **Select any or all to share.**
- **Save**
B) Proxy Steps

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 student’s campus connection data.

6. In the email, click on the link to create an account. (Note: the email will also have a security key that will be used in the “Terms & Conditions” step.):

7. The link brings up the registration page. (Note - if you are already a proxy for another student, you can just sign in.) Go to the Create Account section; enter the information requested, based on the instructions on the right side. Proxy’s User ID must begin with “prxy.”. Click “Create Account”:

8. Accept the Proxy “Terms and Conditions”. Enter the security key from the email you received and the email address where you received it, along with your first and last name. Click “Submit”:

9. Click “Ok” on the Delegate Access Completion popup.

10. The proxy can now log in to view the shared information at ndscs.edu/campusconnection. Enter the proxy User ID and Password, then click “Log In”:

11. At the Homepage, click “Shared Information”: