

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**:

Student Homepage

Academic Progress

The Academic Requirements report is not available. A Campus

Tasks and Communications

Manage Classes

Financial Account

Financial Aid

Academic Records

Student Self Service

Profile

Information Center

Student Center

Parking

On-Campus Housing

Browse Catalog - All Campuses

Class Search - All Campuses

Share My Information

2. Click on “Delegate Access to a New Contact”:

Student Self Service

Share My Information

Share My Information - Summary

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.

No current delegated access found.

Delegate Access To A New Contact

3. Read the Terms and Conditions; click “I accept”:

Student Self Service

Share My Information

Share My Information

Share My Information - Terms and Conditions

(“Terms and Conditions” verbiage)

I accept

I decline

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

Share My Information - Details

*Contact Name: Willie Wildcat

*Relationship: [Dropdown]

*Contact Email Address: [Text Box]

*Confirm Email Address: [Text Box]

Transaction Name	Description
<input checked="" type="checkbox"/> Financial Aid	Delegate the ability to view mar Financial Planning and FiSun
<input checked="" type="checkbox"/> Pay Online	Delegat... eon &
<input checked="" type="checkbox"/> Student Finance	Delegat... lanc
<input checked="" type="checkbox"/> View Campus Contact Information	Delegat... es
<input checked="" type="checkbox"/> View Classes	Delegat... view tute:
<input checked="" type="checkbox"/> View Course History	Delegat... the ability to view ry.
<input checked="" type="checkbox"/> View Grades	Delegat... the ability to view
<input checked="" type="checkbox"/> View Tasks	Delegat... the ability to view 'old Communications (List Only)'

Select All Clear All

Save

Select any or all to share.

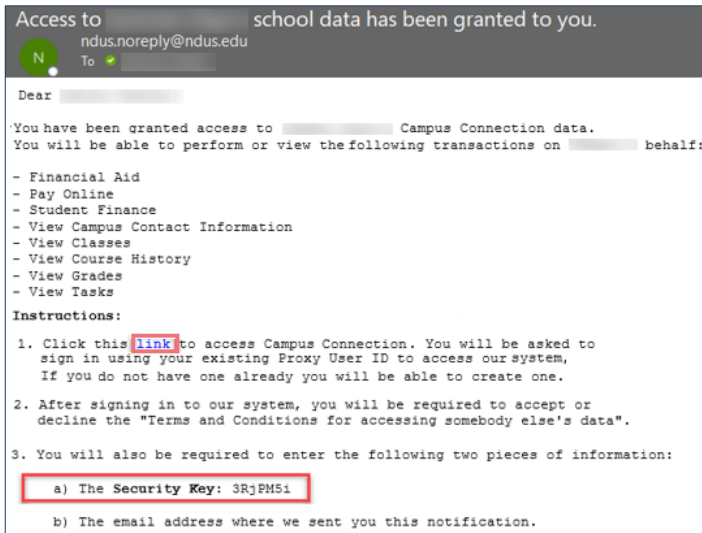
5. Click “Save”. On the pop-up, click “Ok”.

(Turn over for Proxy steps →)

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":

