# **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 <u>CampusConnection</u> > Student Self Service > 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 Col verbiage	nditions" 2)	
	I accept	
	I decline	

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



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.

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

Step. J.		
Access to school data has been granted to you.		
Dear		
You have been granted access to Campus Connection data. You will be able to perform or view thefollowing transactions on behalf:		
- Financial Aid - Pay Online - Student Finance - View Campus Contact Information - View Classes - View Course History - View Grades - View Tasks		
Instructions:		
<ol> <li>Click this link to access Campus Connection. You will be asked to sign in using your existing Proxy User ID to access our system, If you do not have one already you will be able to create one.</li> </ol>		
<ol> <li>After signing in to our system, you will be required to accept or decline the "Terms and Conditions for accessing somebody else's data".</li> </ol>		
3. You will also be required to enter the following two pieces of information:		
a) The Security Key: 3RjPM51		
b) The email address where we sent you this notification.		

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":

Delegated Access Regist		
Delegated Access R		
User ID Pa prxy.	ssword () Sign In	To use an existing user ID and password, sign in at left.
Create Account		If you don't have a user ID, fill in the information to create a
Create Account		proxy account. Proxy user IDs must begin with "prxy."
User	DIXY.	You may add from 5 to 25
Password •		lower case letters or numbers following the period.
Confirm Password		]
Email Address		Passwords must be at least 8 characters and are case
First Name	First Name	
Last Name		upper and lower case letters, numbers and special
	Create Account	characters is recommended.

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":

Terms and conditions for accessing somebody else's data				
Terms and Conditions				
(Terms & Conditions" verbiage)				
Accept the terms and conditions     Acceptance Date				
I decline the terms and conditions				
DA Security Key	Enter the Security Key included in the email notification you received			
Contact Email	Enter the email address that the notification was sent to			
Your Personal Information				
First Name				
Last Name				
Gender	¥			

- 9. Click "Ok" on the Delegate Access Completion popup.
- 10. The proxy can now log in to view the shared information at <u>ndscs.edu/campusconnection</u>. Enter the proxy User ID and Password, then click "Log In":

Campus Connection Log In		
NDUS Campus Connection requires authentication using your NDUS identifier. User ID		
prxy		
Password		
I agree to the terms of the User Agreement		
Log In		

11. At the Homepage, click "Shared Information":

	<ul> <li>NDUS Homepage</li> </ul>	
Information Center	Catalog/Class Search	Shared Information
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