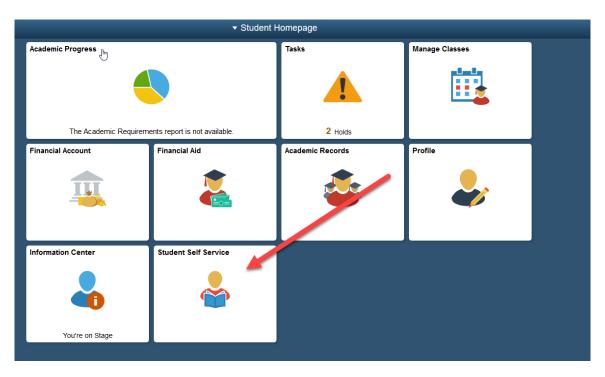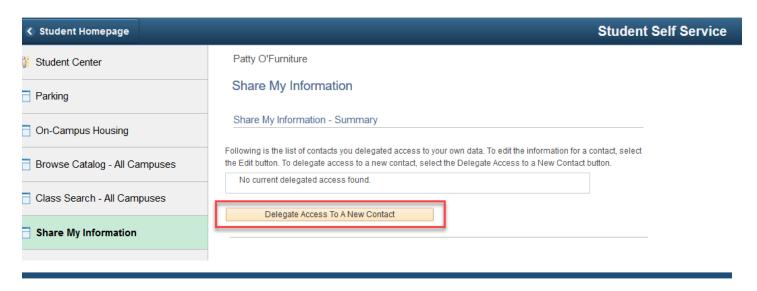# Campus Solutions Delegated Access- Student

Adding Proxy

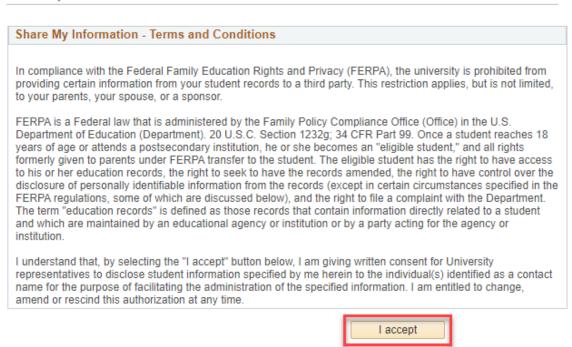1. From your Student Homepage, Navigate to the Student Self Service Tile

2. Within the Student Self Service Tile, Navigate to Share My Information. From here you can click 'Delegate Access to a New Contact'.

3. Terms and Condition page. Once you have read, either click 'I Accept' or 'I Decline'.
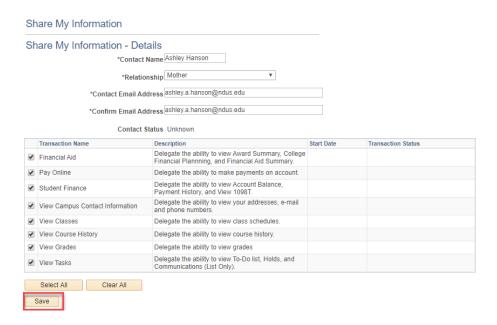
Share My Information

Share My Information

Share My Information - Terms and Conditions

In compliance with the Federal Family Education Rights and Privacy (FERPA), the university is prohibited from providing certain information from your student records to a third party. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. Section 1232g; 34 CFR Part 99. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

I understand that, by selecting the "I accept" button below, I am giving written consent for University representatives to disclose student information specified by me herein to the individual(s) identified as a contact name for the purpose of facilitating the administration of the specified information. I am entitled to change, amend or rescind this authorization at any time.
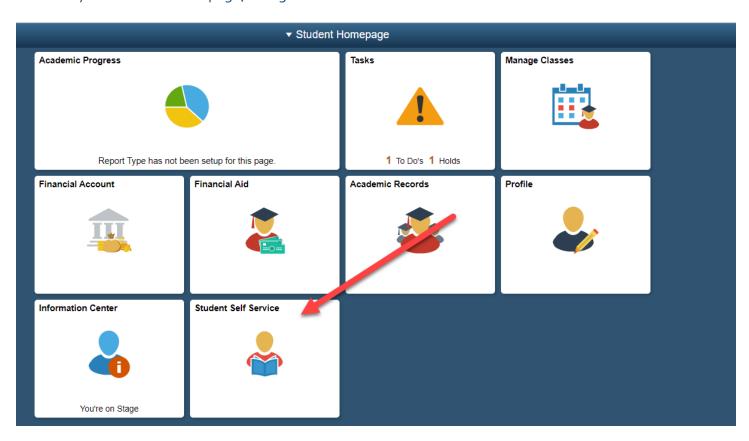
[I accept]

[I decline]

4. Share My Information- Details- Here you will enter the Proxy's Information and the pages you want the proxy to be able to view. Once you click 'Save', the student and proxy will receive an email.

Share My Information

Share My Information - Details

*Contact Name Ashley Hanson

*Relationship Mother

*Contact Email Address ashley.a.hanson@ndus.edu

*Confirm Email Address ashley.a.hanson@ndus.edu

Contact Status Unknown

	Transaction Name	Description	Start Date	Transaction Status
✔	Financial Aid	Delegate the ability to view Award Summary, College Financial Plannning, and Financial Aid Summary.		
✔	Pay Online	Delegate the ability to make payments on account.		
✔	Student Finance	Delegate the ability to view Account Balance, Payment History, and View 1098T.		
✔	View Campus Contact Information	Delegate the ability to view your addresses, e-mail and phone numbers.		
✔	View Classes	Delegate the ability to view class schedules.		
✔	View Course History	Delegate the ability to view course history.		
✔	View Grades	Delegate the ability to view grades		
✔	View Tasks	Delegate the ability to view To-Do list, Holds, and Communications (List Only).		

[Select All]   [Clear All]

[Save]

Need Assistance?

Contact the NDUS Help Desk:

1-866-457-6387
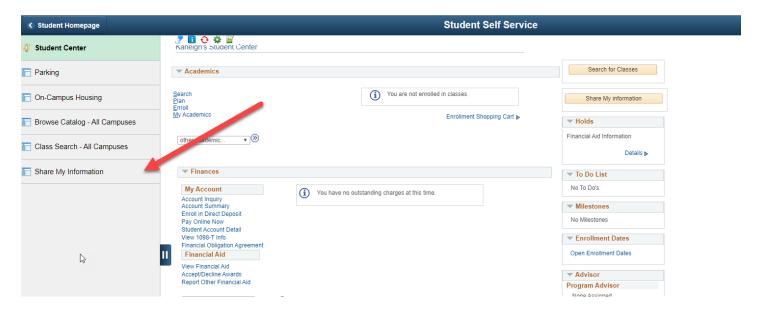
NDUS.HelpDesk@ndus.edu (email)
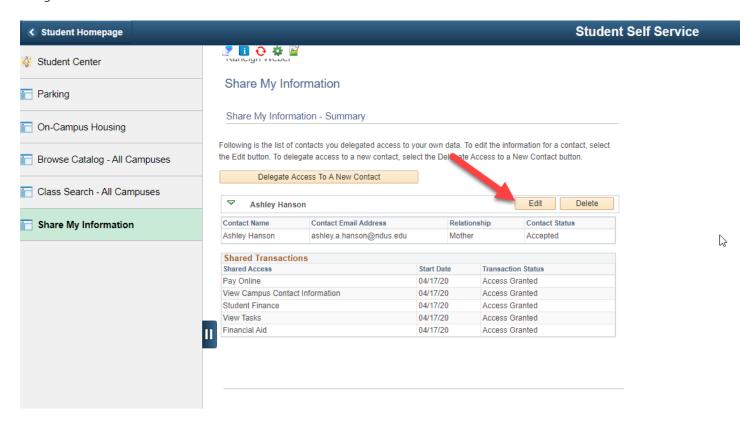
https://helpdesk.ndus.edu

Update Proxy

1. From your Student Homepage, Navigate to the Student Self Service Tile

2. Within the Student Self Service Tile, Navigate to Share My Information.

Need Assistance?

Contact the NDUS Help Desk:

1-866-457-6387

NDUS.HelpDesk@ndus.edu (email)

https://helpdesk.ndus.edu

3. Click on 'Edit'.

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.

Delegate Access To A New Contact

▽ Ashley Hanson   Edit   Delete

Contact Name	Contact Email Address	Relationship	Contact Status
Ashley Hanson	ashley.a.hanson@ndus.edu	Mother	Accepted

Shared Transactions

Shared Access	Start Date	Transaction Status
Pay Online	04/17/20	Access Granted
View Campus Contact Information	04/17/20	Access Granted
Student Finance	04/17/20	Access Granted
View Tasks	04/17/20	Access Granted
Financial Aid	04/17/20	Access Granted

Sidebar menu:
- Student Center
- Parking
- On-Campus Housing
- Browse Catalog - All Campuses
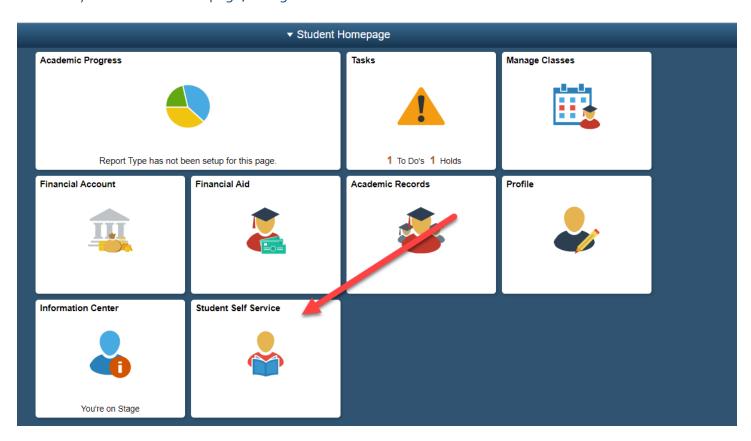- Class Search - All Campuses
- **Share My Information**

4. Click which pages you would want you want the proxy to see or not see. Then click 'Save'. Once you click Save, student and proxy will receive an email.
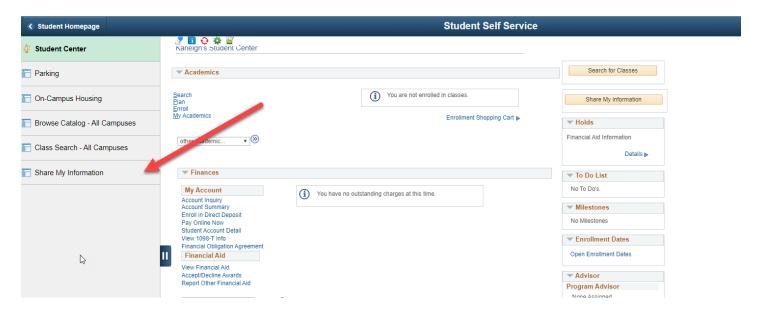
Share My Information

Share My Information - Details

*Contact Name Ashley Hanson

*Relationship Mother ▼

*Contact Email Address ashley.a.hanson@ndus.edu

Contact Status Accepted | Resend Email Notification |

	Transaction Name	Description	Start Date	Transaction Status
☑	Financial Aid	Delegate the ability to view Award Summary, College Financial Plannning, and Financial Aid Summary.		Access Granted
☑	Pay Online	Delegate the ability to make payments on account.		Access Granted
☑	Student Finance	Delegate the ability to view Account Balance, Payment History, and View 1098T.		Access Granted
☑	View Campus Contact Information	Delegate the ability to view your addresses, e-mail and phone numbers.		Access Granted
☐	View Classes	Delegate the ability to view class schedules.		
☐	View Course History	Delegate the ability to view course history.		
☐	View Grades	Delegate the ability to view grades.		
☑	View Tasks	Delegate the ability to view To-Do list, Holds, and Communications (List Only).		Access Granted

Select All		Clear All

Save

Return to Share My Information Summary

Contact the NDUS Help Desk:

1-866-457-6387

NDUS.HelpDesk@ndus.edu (email)
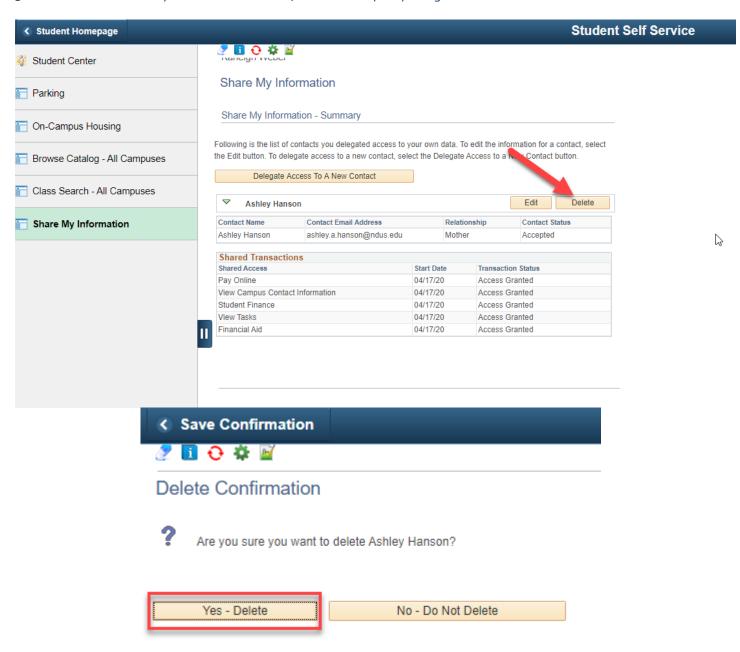
https://helpdesk.ndus.edu

Delete Proxy

1. From your Student Homepage, Navigate to the Student Self Service Tile

2. Within the Student Self Service Tile, Navigate to Share My Information.

Need Assistance?

Contact the NDUS Help Desk:

1-866-457-6387

NDUS.HelpDesk@ndus.edu (email)

https://helpdesk.ndus.edu

3. Click 'Delete'. Once you click 'Yes-Delete', student and proxy will get email.

Need Assistance?

Contact the NDUS Help Desk:

1-866-457-6387

NDUS.HelpDesk@ndus.edu (email)

https://helpdesk.ndus.edu