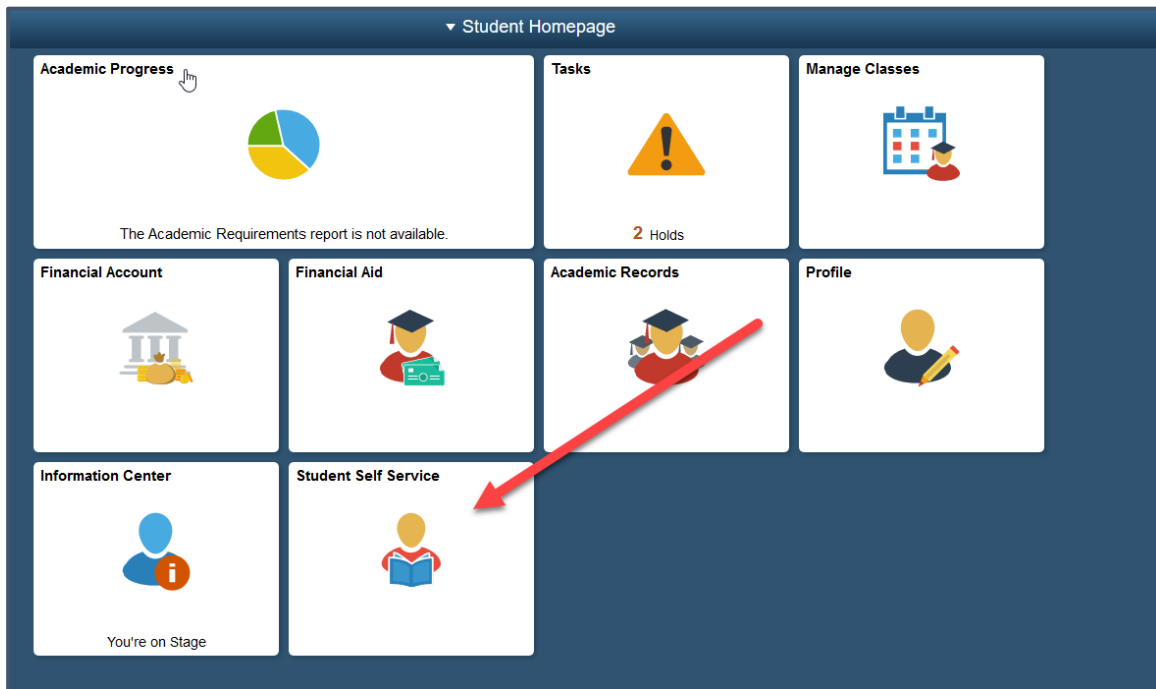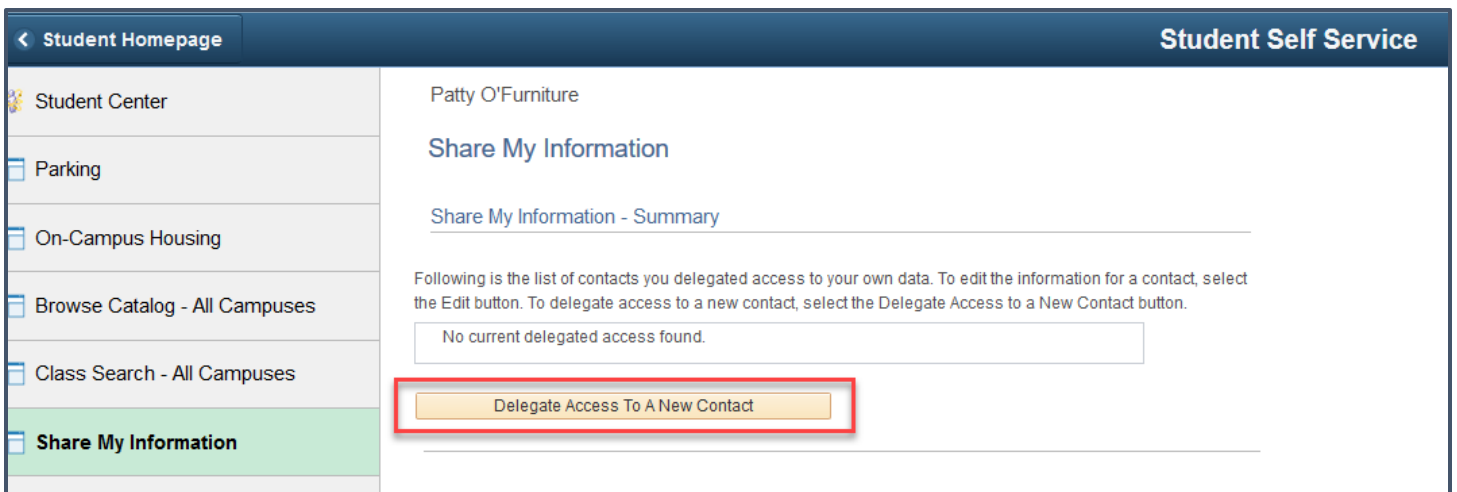# Campus Solutions Delegated Access- Student

This training document will show the student how to delegate their Campus Connection data to a proxy.

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.

Need Assistance?
Contact the NDUS Help Desk:
1-866-457-6387
NDUS.HelpDesk@ndus.edu (email)
https://helpdesk.ndus.edu

Share My Information - Details

*Contact Name: Share My Information

*Relationship: Mother

*Contact Email Address: sharemyinfo@ndus.edu

*Confirm Email Address: sharemyinfo@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- Authorized User Only	You will need to grant Authorized Payer Access in Nelnet for your delegate to make payments on your behalf.		
☑	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).		
☑	View Unofficial Transcript	Delegate the ability to view an unofficial transcript		

Select All   Clear All

Save

Update Proxy

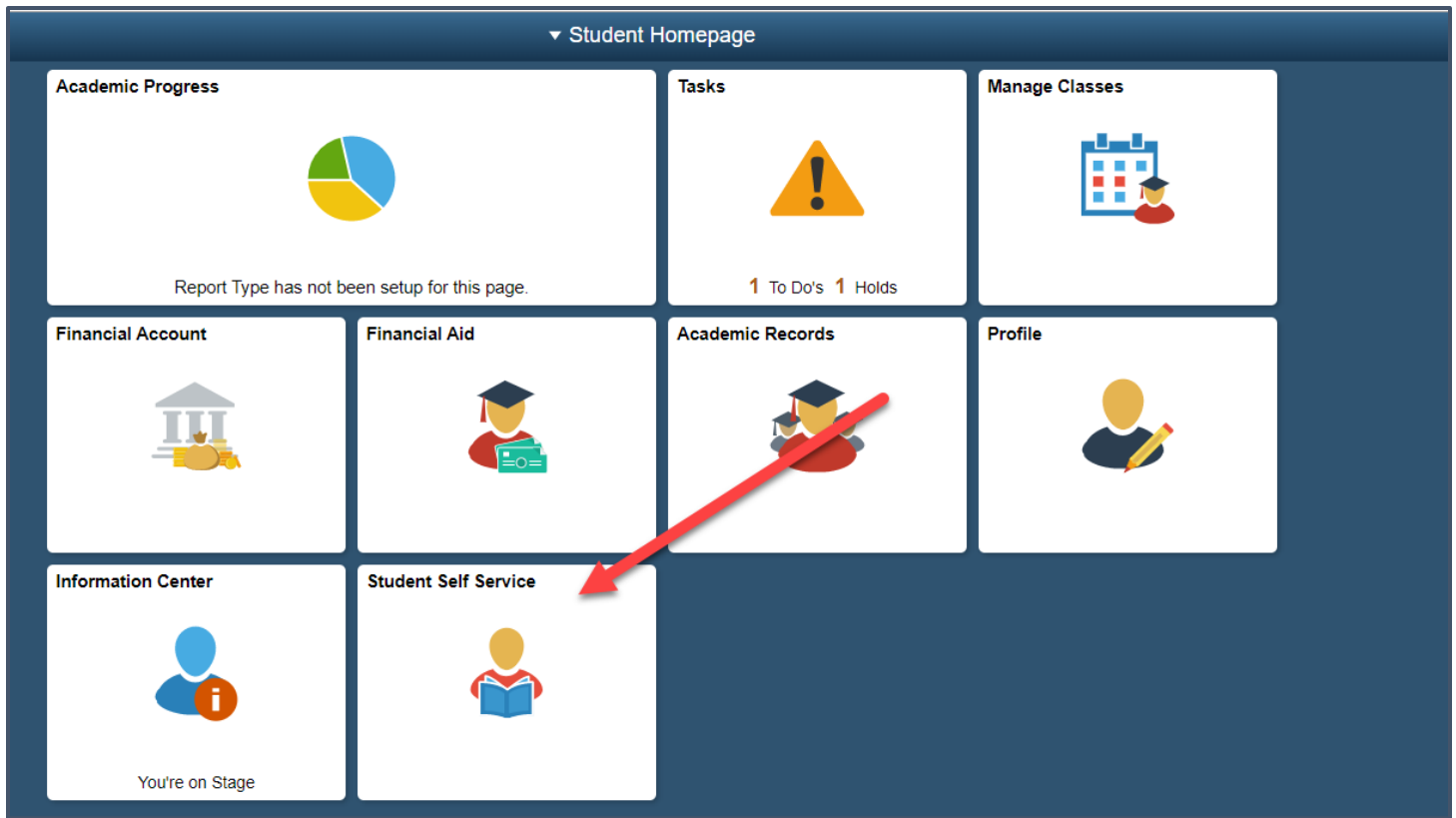1. From your Student Homepage, Navigate to the Student Self Service Tile
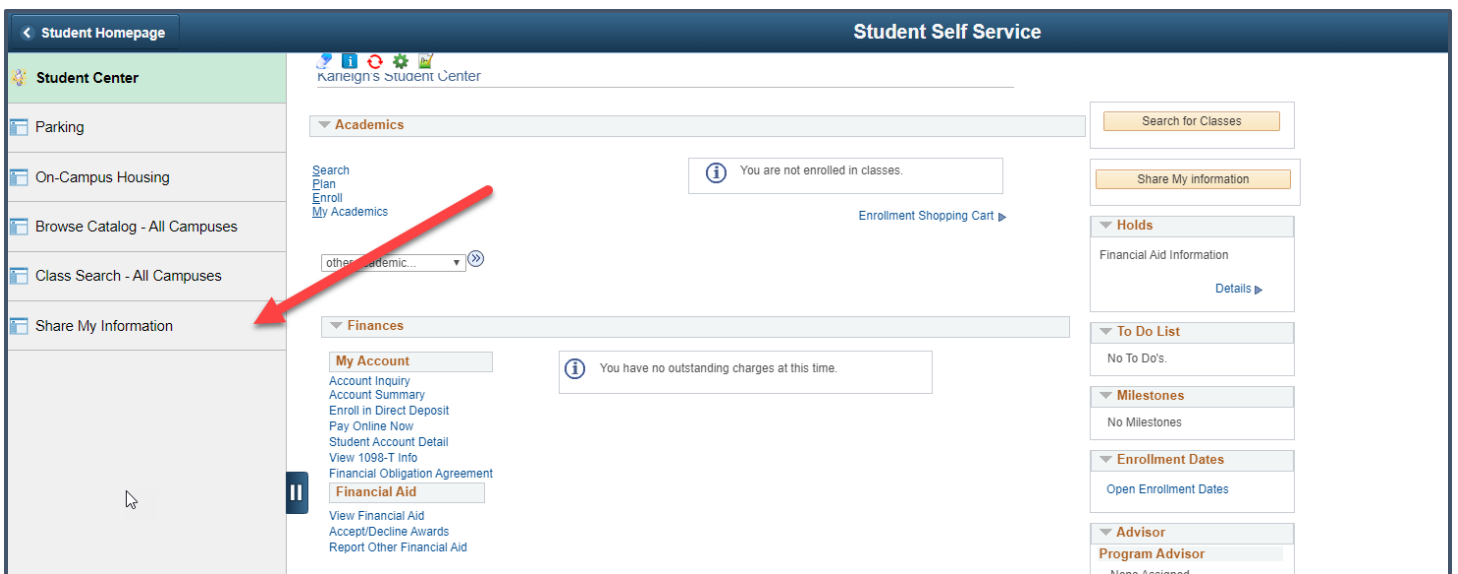
Need Assistance?

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https://helpdesk.ndus.edu

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

3. Click on 'Edit'.

Need Assistance?

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1-866-457-6387

NDUS.HelpDesk@ndus.edu (email)

https://helpdesk.ndus.edu

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.

Delete Proxy

Need Assistance?

Contact the NDUS Help Desk:

1-866-457-6387

NDUS.HelpDesk@ndus.edu (email)

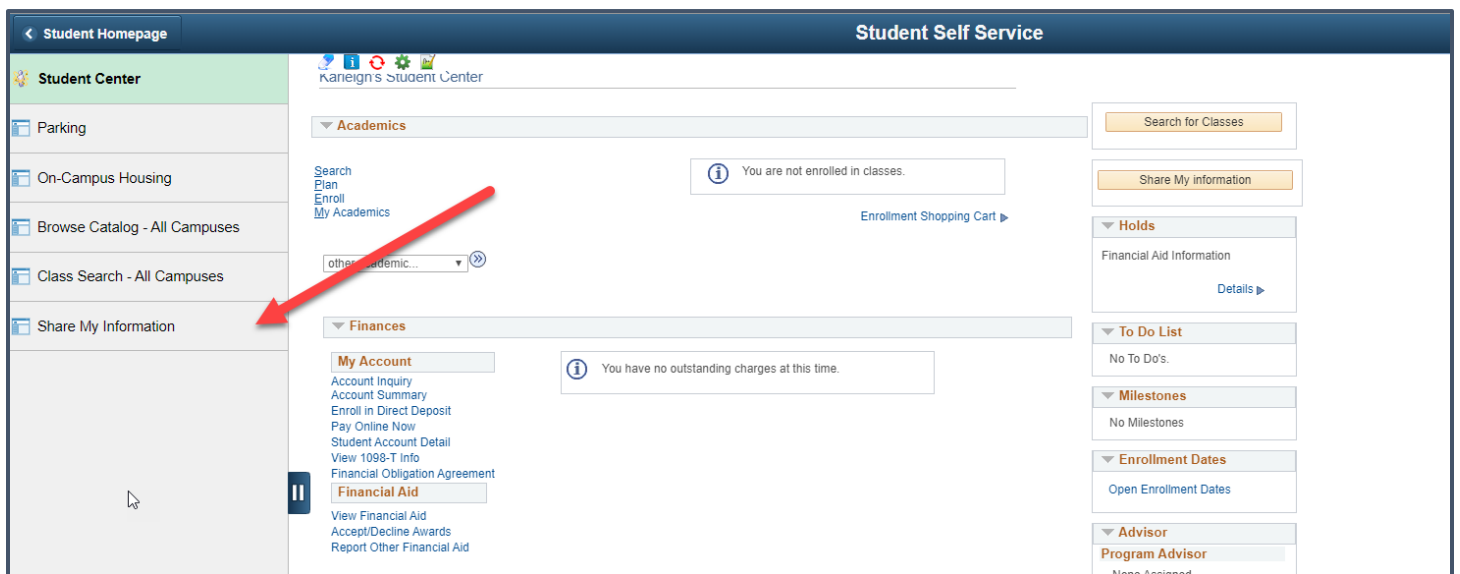https://helpdesk.ndus.edu

1. From your Student Homepage, Navigate to the Student Self Service Tile
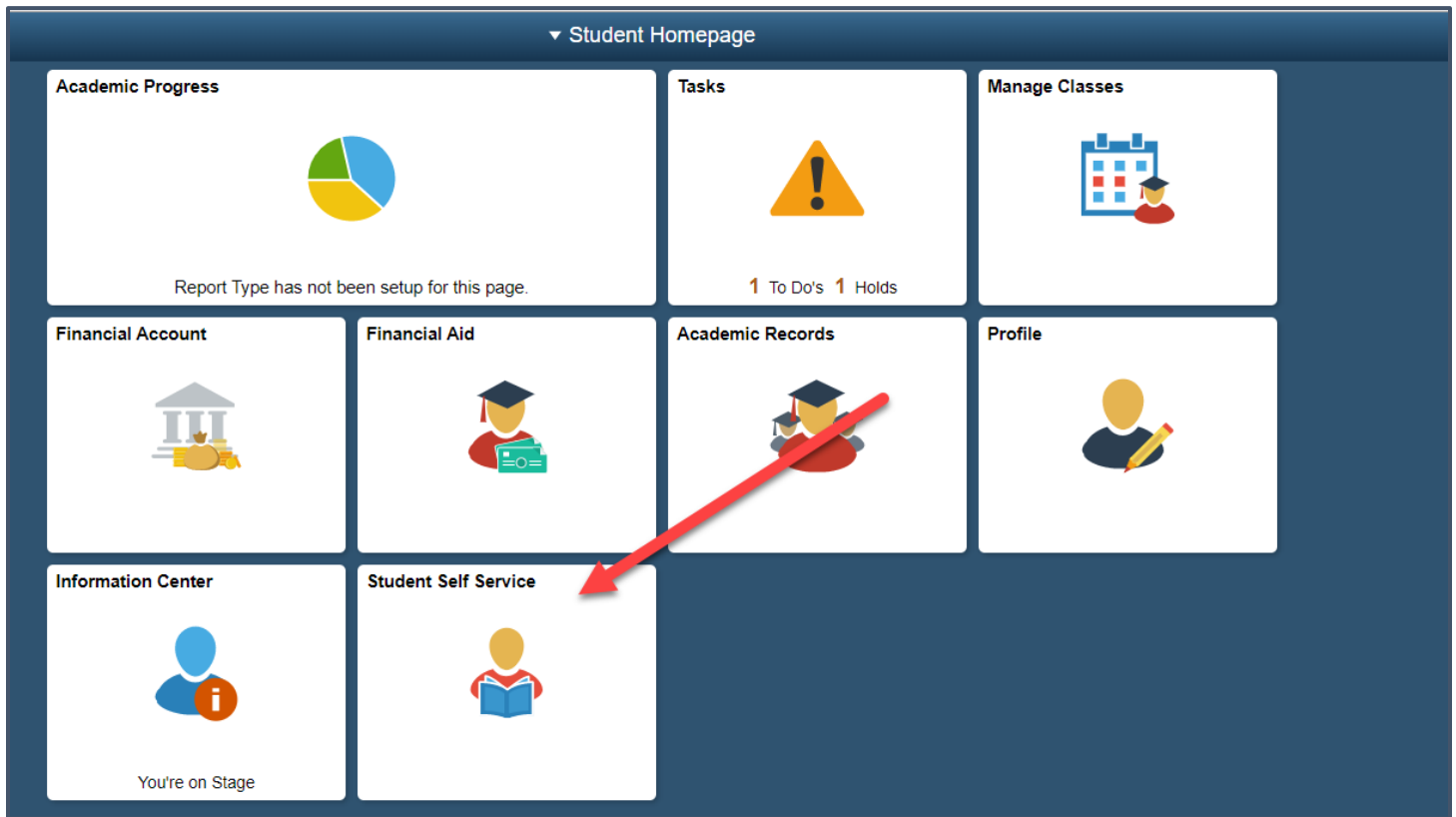
2. Within the Student Self Service Tile, Navigate to Share My Information.

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

Need Assistance?

Contact the NDUS Help Desk:

1-866-457-6387

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https://helpdesk.ndus.edu

Student Center

Parking

On-Campus Housing

Browse Catalog - All Campuses

Class Search - All Campuses

Share My Information

Raileigh Weber

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

Save Confirmation

Delete Confirmation

?   Are you sure you want to delete Ashley Hanson?

Yes - Delete   No - Do Not Delete

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    https://helpdesk.ndus.edu