

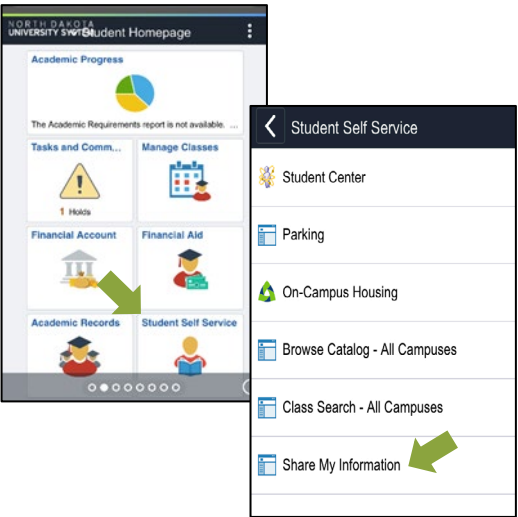
# SETTING UP DELEGATED ACCESS (PROXY) STEP 1

Delegated access allows students to grant others viewable access to certain pages within Campus Connection. This does not replace the FERPA Release Form. Students are able to grant a proxy access to financial aid, costs, balances, & payment history, student's contact information, class schedule, grades, to-do lists, & communications.

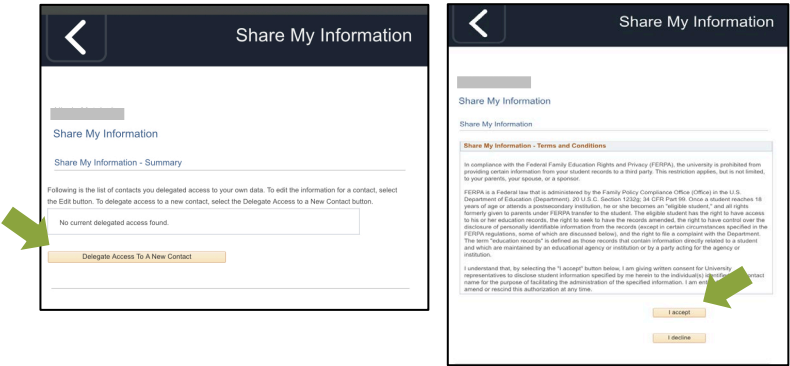
\*In order to give others access to make online payments, you will need to add them as an Authorized Payer in QuickPAY.

## A) Student (Delegator) Steps

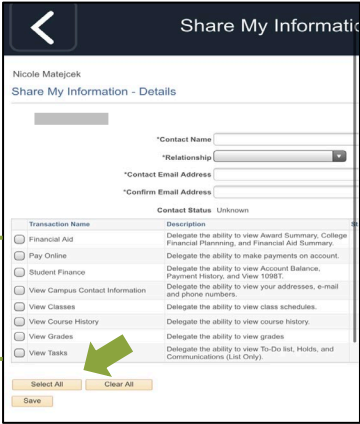
1. Log into your Campus Connection > Student Self Service > Share My Information



2. Click on Delegated Access to a New Contact. This will also show any current delegated access. Then read the Terms & Conditions, click I Accept.



3. Enter required information, choose which options you'd like to grant access for. Click **Save**. On the pop-up, click **OK**.



Select any or all to share.

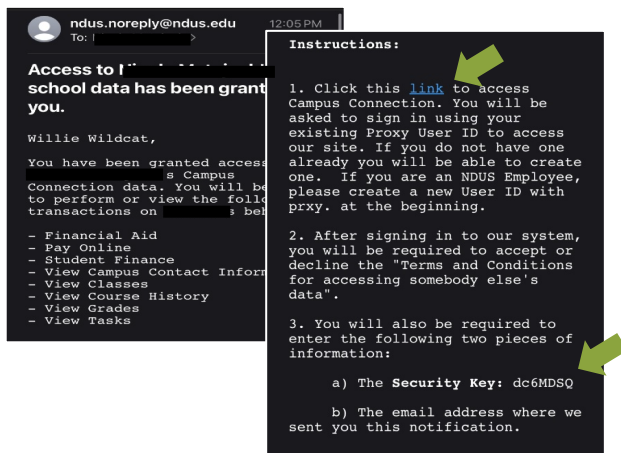


# SETTING UP DELEGATED ACCESS (PROXY) STEP 2

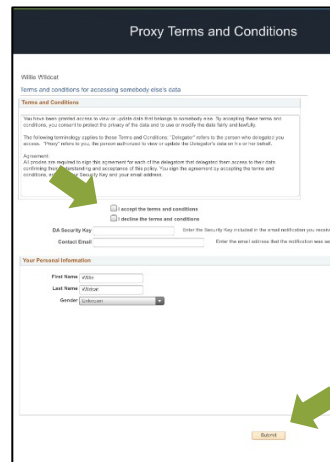
After the student (delegator) has granted access to a Proxy, the Proxy will receive an email notification stating that they have been granted access to a students' campus connection data.

## B) Proxy Steps

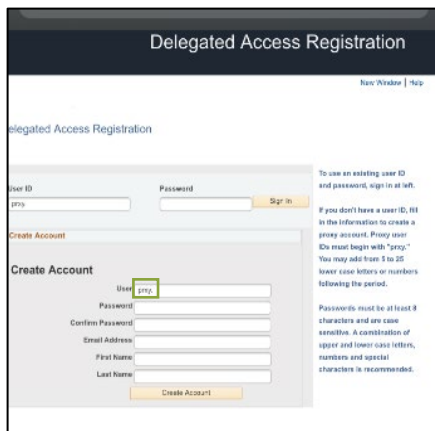
4. In the email received, click on the [link](#) to create an account. (Note: the email will also include a *security key* that will be used in the Terms & Condition step.)



6. Accept the Terms & Conditions, input Security Key, Contact Email, and your Personal Information and click Submit. Click OK on the popup.



5. This will bring up the registration page. (If you are already a Proxy for another student, you can just sign in.) Go to Create Account, enter information requested. Proxy's User ID must begin with "prxy." and click Create Account.



7. The Proxy can now log in to view the shared information at [www.ndscs.edu/campusconnection](http://www.ndscs.edu/campusconnection) > Campus Solutions Guest Page. Remember your User ID will begin with "prxy".

