Follow these steps to set up delegated access and view your student’s information in Catalyst!

1) Check for an email from the University of Cincinnati with information regarding your account. If you do not currently have an account with Catalyst, please click the first link to create your parent/guest identity.

NEVER LOGGED IN TO CATALYST? USE THIS LINK

e) If you DO NOT have a login account with the University of Cincinnati’s new Student Information System (Catalyst): Click this link to access our school system. You will be asked to complete a brief profile page prior to accessing our site.

LOGGED IN TO CATALYST BEFORE? USE THIS LINK

b) If you already have a login account with the University of Cincinnati’s new Student Information System (Catalyst): Click this link to access our school system. You will be asked to sign in using your existing User ID to access our site.

2. After signing in to our system, you will be required to accept or decline the “Terms and Conditions for accessing somebody else’s data”.

3. You will also be required to enter the following two pieces of information:

   a) The Security Key: gHAp3Co. Note: Please type the security key do not copy and paste.

   b) The email address fbysect@gmail.com where we sent you this notification.

The above steps are only required when it is the first time you register to access Jane Bearcat’s data.
2) You will then be directed to the Create Parent/Guest Identity form to provide personal information used to set up your account. **Note: A social security number is required for US citizens.**

![Create Parent Identity Form](image)

3) A second email from UC will be sent within two business days containing your new Catalyst username and password login credentials.

**Note:** If you have previously logged into a UC website, please use your current password to log into Catalyst.
4) Go to catalyst.uc.edu and log in with your 6+2 and password.

5) The Terms and Conditions for Accessing Somebody Else’s Data page will display. In the statement, the student who granted access is referred to as the Delegator; the person who was granted access is referred to as the Proxy.

6) Accept the terms and enter your Security Key found in the first UC email, along with your email address. Click Submit. Note: Please do not copy and paste the security key into Catalyst.
7) You should now see the services your student has granted you permission to access on the Catalyst portal. Click the drop-down arrow to view the individual services.

That’s it! You’ve successfully completed the delegated access process in Catalyst!