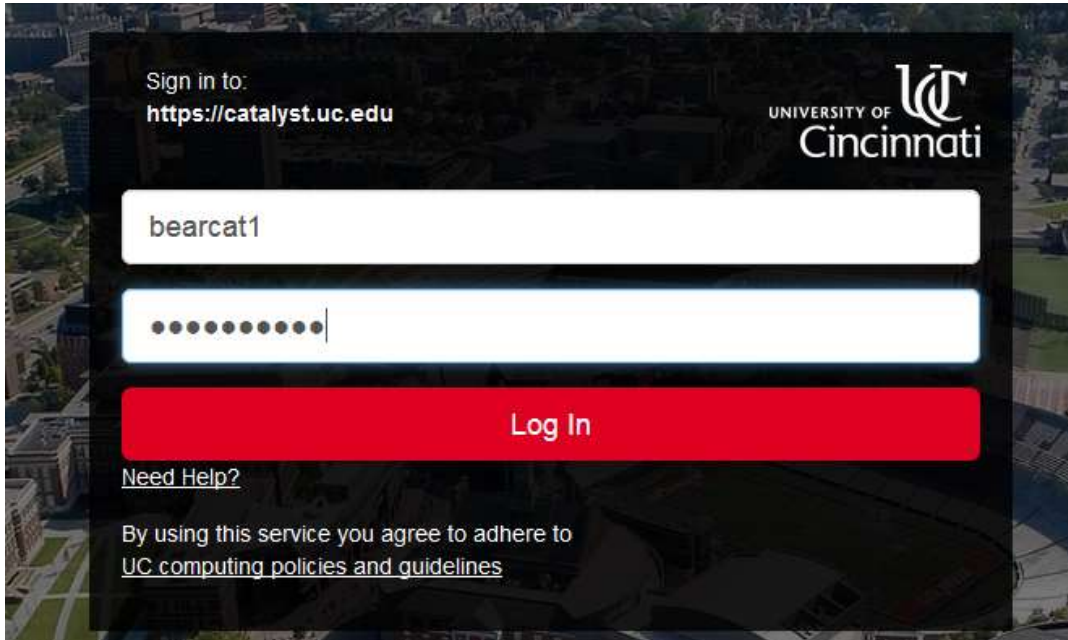


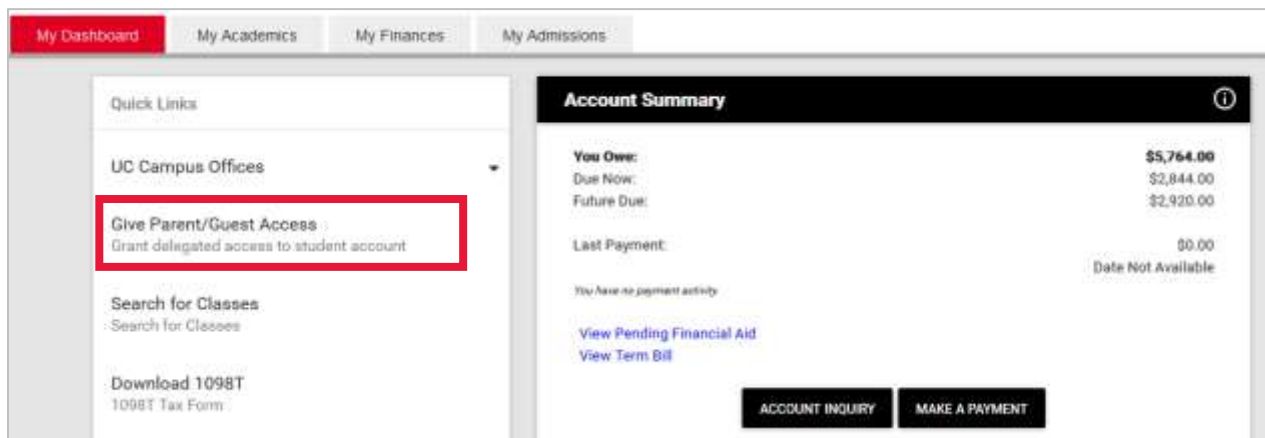
DELEGATING ACCESS IN CATALYST – GUIDE FOR STUDENTS

Need to give others access to view your student account information? This is called Delegated Access in Catalyst. Follow these steps and determine which part of your student records you wish to grant others permission to access.

- 1) Go to catalyst.uc.edu and log in with your 6+2 and password.



- 2) Click *Give Parent/Guest Access* and select “Delegate Access to a New Contact” to begin the process.



- 3) The **Share My Information** page will display, containing a FERPA statement acknowledging that by granting delegated access, you are giving consent for the University to grant access to your student record information. Click **“I Accept.”**

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. § 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 clicking 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.

- 4) Enter the **Contact Name**, **Relationship**, and **Contact Email Address** of the person to whom you’re granting access. Next, select the services you wish to grant access to.

Share My Information - Details

*Contact Name:

*Relationship:

*Contact Email Address:

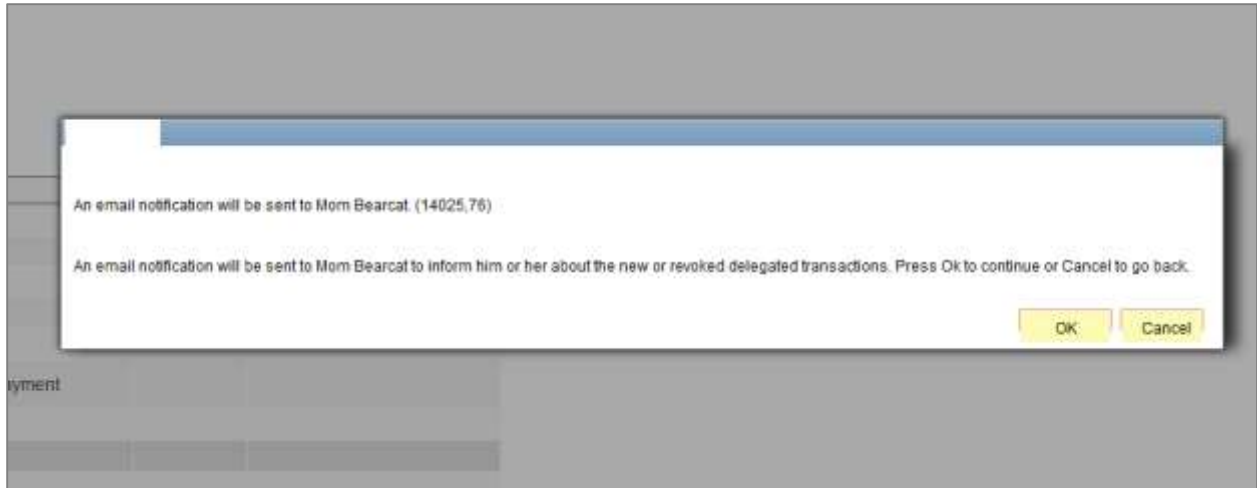
*Confirm Email Address:

Contact Status:

<input type="checkbox"/>	Transaction Name	Description	Start Date	Transaction Status
<input type="checkbox"/>	Financial Aid Awards	Review Financial Aid Awards		
<input type="checkbox"/>	View 1098T	View 1098T		
<input type="checkbox"/>	View Account Activity	View Account Activity		
<input type="checkbox"/>	View Account Summary	View Account Summary		
<input type="checkbox"/>	View Bill	View Bill		
<input checked="" type="checkbox"/>	View Charges Due / Make a Payment	View Charges Due and Make a Payment		
<input type="checkbox"/>	View Holds	View Holds		
<input checked="" type="checkbox"/>	View Payment History	View Payment History		
<input type="checkbox"/>	View Pending Financial Aid	View Pending Financial Aid		
<input type="checkbox"/>	View Schedule	View Schedule		
<input type="checkbox"/>	View To Dos	View To Dos		

Make sure the email is correct!

- 5) A pop-up window will display to notify you that an email notification will be sent to the person you've listed as your contact. If at some point you decide to revoke this access, a similar email notification will be sent. Click "OK."



- 6) You will be returned to the **Share My Information – Summary** page and should now see the name and services of the person you've delegated access to. You can edit or delete the services at any time. And be sure to check your email for a confirmation about granting this new access!

Share My Information - Summary

Below is the list of contacts you delegated access to your own data. To edit the information for a contact, click the Edit button. To delegate access to a new contact, click the Delegate Access to a New Contact button.

DELEGATE ACCESS TO A NEW CONTACT

▼ Mom Bearcat	EDIT	DELETE	
Contact Name	Contact Email Address	Relationship	Contact Status
Mom Bearcat	momcat@gmail.com	Mother	Unknown
Shared Access		Start Date	Transaction Status
View Charges Due / Make a Payment		07/12/16	Submitted
View Payment History		07/12/16	Submitted

That's it! You've successfully completed the student step for setting up delegated access in Catalyst!