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.”

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.

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!

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