

DELEGATED ACCESS – GUIDE FOR STUDENTS

1) From the Catalyst Student Homepage, select the *Quick Links & Helpful Contacts* Tile. You will immediately be directed to the Give Parent/Guest Access page.

2) To grant access to a new delegate, select **Delegate Access to a New Contact**. You will be directed to the *Share My Information* page.

This page displays a FERPA statement acknowledging that by granting delegated access you are giving consent for the University to permit access to your student record information.

Quick Links Helpful Contacts

go to ...

Personal Information | **Security** | Credentials | Participation

Personal Identification Number | FERPA Restrictions | User Preferences | **Share My Information** | Communication Preferences

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 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

3) Select **I Accept** if you understand and agree to the term and conditions.

4) If you accept the terms and conditions, enter the **Contact Name, Relationship, and Contact Email Address** of the person to whom you're granting access. Afterwards, select the services you wish to grant access to the individual.

- 5) Once complete, select **Save**. 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. Click OK to close the pop up window.

Please note if at some point you decide to revoke this access, a similar email notification will be sent.

- 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. Be sure to check your email for a confirmation message 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

<div style="display: flex; align-items: center;"> ▼ Mom Bearcat </div>	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