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.

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.