DELEGATED ACCESS: GUIDE FOR PARENTS/GUESTS

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

1) Once your student has delegated access to you, refer to your email from the University of Cincinnati with information regarding your Catalyst account. The email will come from donotreply@uc.edu.

2) If you do not currently have an account with Catalyst, please select the first link located in the sign-in Instructions 1A.
   If you already have a login account with Catalyst then select the link in the sign-in Instructions 1B.

3) You will be directed to the Create Parent/Guest Identity form to provide personal information used to set up your account. Please note that a social security number is required for US Citizens.

4) Once you have fully completed the form, click Submit.
5) A second email from UC will be sent within two business days containing your new Catalyst username, password login credentials, and URL link to Catalyst.

6) Once you receive the second email from UC, use the link contained in the email to sign into Catalyst.

![Email Example]

NOTE: If you have previously logged into Catalyst, use your current password to log in.

7) 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.

![Terms and Conditions]

NOTE: Please do not copy and paste the Security Key into Catalyst.
8) Accept the terms and enter your Security Key found in the first UC email, along with your email address. Once completed, click Submit.

9) You should now see your Parent/Guest Homepage in Catalyst. From your homepage, select the Delegated Access tile.

All services granted by your student will be located in the Navigation Collection on the left side of the screen. Choose an option to see additional details.

Multiple Delegates: A search box will be available if you were delegated access to two or more students.