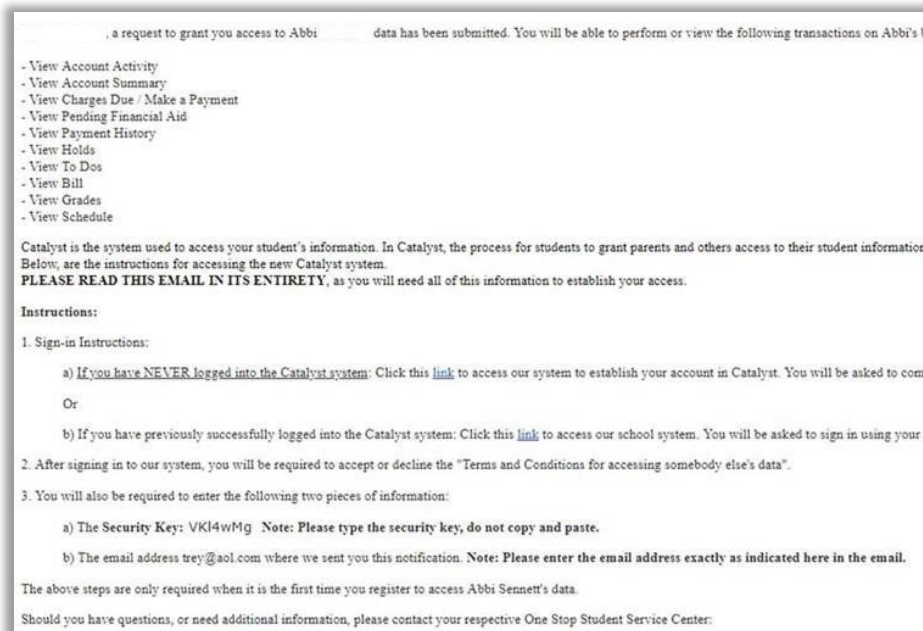


DELEGATED ACCESS: GUIDE FOR PARENTS/GUESTS

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.

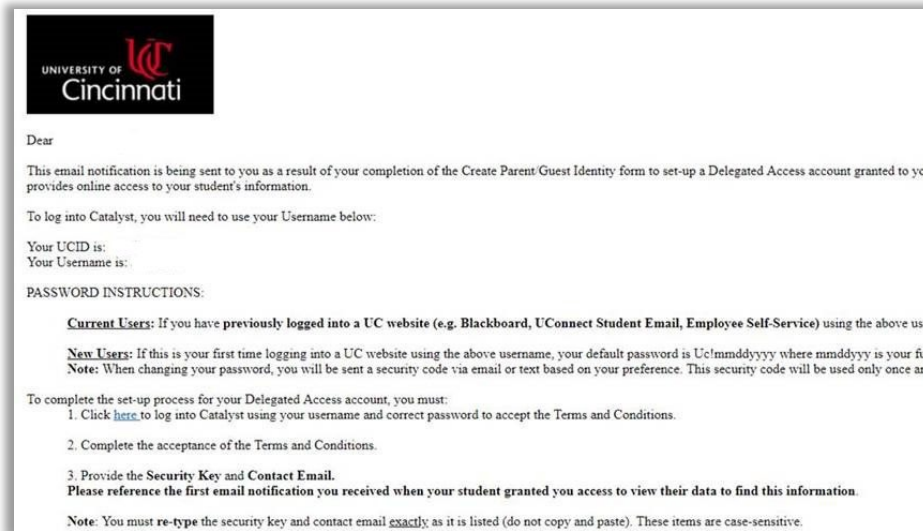
If you already have a login account with Catalyst then select the link in the sign-in Instructions 1B.



IMPORTANT: Retain this email as it contains a Security Key. The security key is needed in the final step to establish your Delegated Access in Catalyst.

- 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.



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

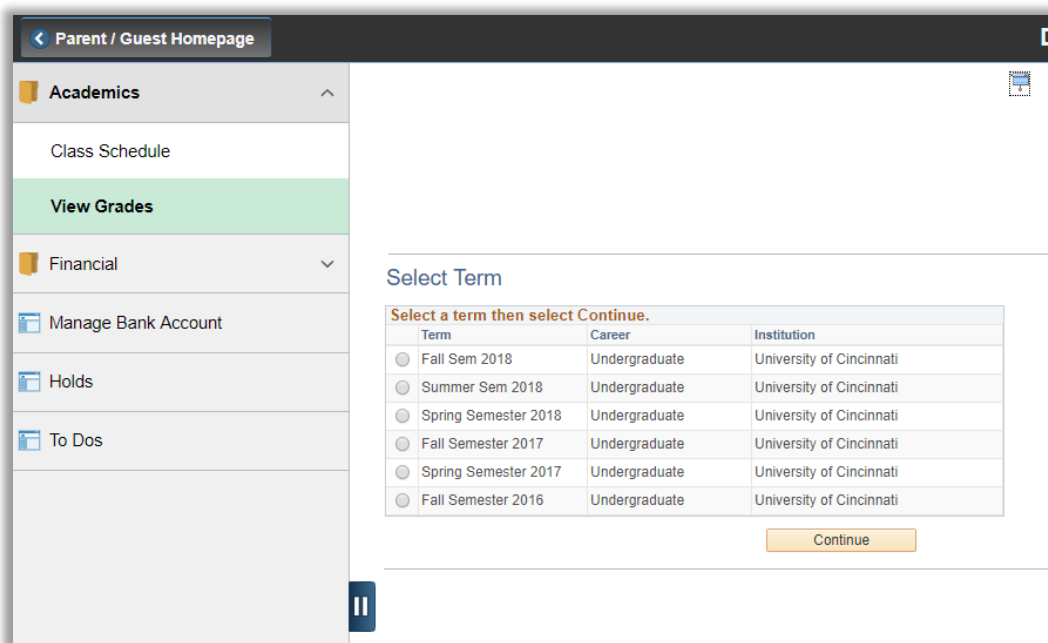
- 7) The *Terms and Conditions for Accessing Somebody Else's Data* page will display. In the statement, the student who granted access is referred to as the **Delegator**; the person who was granted access is referred to as the **Proxy**.

The screenshot shows a web page titled 'Terms and conditions for accessing somebody else's data'. The page contains a scrollable area with the following text: 'You have been granted access to view or update data that belongs to somebody else. By accepting these terms and conditions, you consent to protect the privacy of the data and to use or modify the data fairly and lawfully. The following terminology applies to these Terms and Conditions: "Delegator" refers to the person who delegated you access. "Proxy" refers to you, the person authorized to view or update the Delegator's data on his or her behalf. Agreement: All proxies are required to sign this agreement for each of the delegators that delegated them access to their data confirming their understanding and acceptance of this policy. You sign the...'. Below the scrollable area are two radio buttons: 'I accept terms and conditions' and 'I decline terms and conditions'. At the bottom, there are two text input fields: 'Security Key' (with a note that the key was included in the email) and 'Contact Email' (with a note that it's the email address where notifications were sent). A 'SUBMIT' button is located at the bottom right.

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.