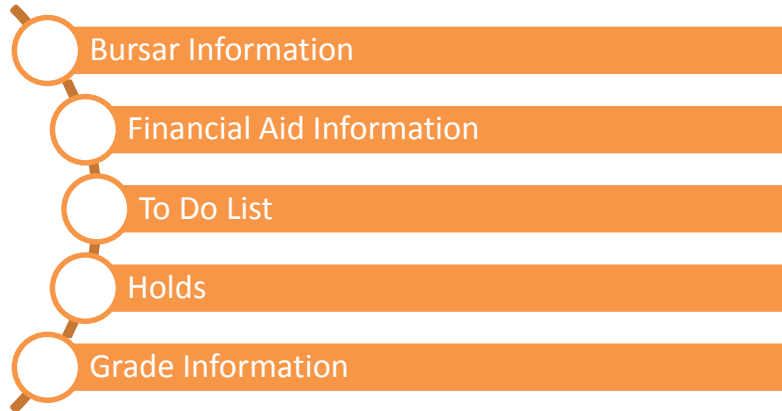# Access BGSU – Proxy Process

PROCESS OVERVIEW	Access BGSU provides the Student with the ability to share their information with a proxy of their choice. Bursar Information Financial Aid Information To Do List Holds Grade Information

TERMINOLOGY	**Term**	**Definition**
	Delegation	The act of granting access to another person.
	Delegator	This is the **student**; the person that grants access to another person.
	Proxy (contact)	The person that is granted the access. **(parent, spouse, relative, etc.)**

PROXY'S ROLE	• Must accept the delegation request to gain access to the student's information. • Must agree to the Terms and Conditions before information can be viewed. • Has view only access to the student's information - cannot change any data. • Can have access to multiple student accounts at the same time.

SECTION I
EMAIL LINK
 	
1. **Open email message** from familyaccess@bgsu with the message that Access has been granted to you.
2. **Click on the link** inside the email.
 	
Please do NOT reply to this email message. The mailbox is not monitored.
	Wed 2/3/2016 10:26 AM
	familyaccess@bgsu.edu
	Access to Frieda Falcon's school data has been granted to you.
	
	Freddie Falcon
	
	Freddie Falcon, you have been granted access to Frieda Falcon's student records at Bowling Green State University (BGSU). By following the instructions below you will be able to view the following transactions on Frieda's behalf:
	
	- Bursar Information
	- Financial Aid Information
	- Grade Information
	- View Holds
	- View To Do List
	
	To access Frieda's data for the first time follow the steps below.
	New Delegate Access Instructions:
	
	1. Click this link to access the BGSU Student Data. You will be guided through the steps to create a BGSU User ID. Use the same email address to which this notification was sent.
	
	2. Accept or decline the "Terms and Conditions for accessing BGSU Student Data". NOTE: If you decline the 'Terms and Conditions' your access to the student's data will not be granted.
	
	3. If you accept, enter the following two pieces of information:
	    a) The **Security Key:** 8o0pcll (copy this code to use on the 'Terms and Conditions' page)
	    b) The email address to which this notification was sent.
	
	Any questions should be directed to the Technology Support Center(TSC) by calling (419)372-0999 or visiting the web site www.bgsu.edu/tsc.

SECTION II
CREATE AN ACCOUNT
	BGSU.
	
	Returning User Login
	Email Address: Password:
	                       Sign In
	    Forgot your password?
	
	Create Account
	Email Address:
	Create a password : Password Rules
	Confirm your password :
	First Name:
	Last Name:
	    Create Account

1. If this is your first time accessing Access BGSU, **fill in all the blanks** to create a new account.
2. Click on **Create Account.**
3. If you already have an account, and an additional student grants you access to their information, you should use your existing account to login. **Enter** your email address and password in the **Returning User Login** section.

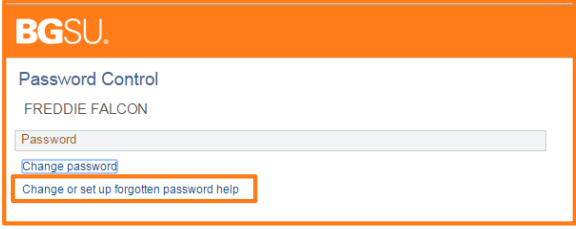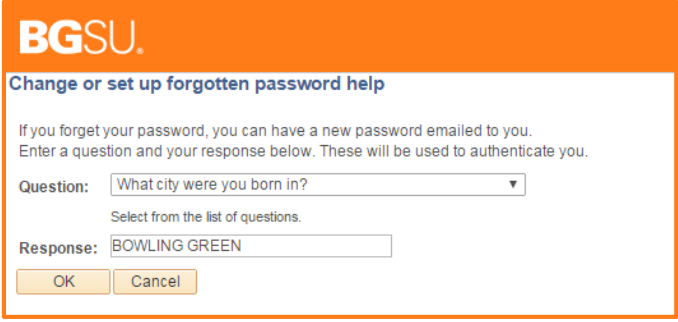*Proxy can enter a different email address here if the student didn't set them up with their preferred email address.*
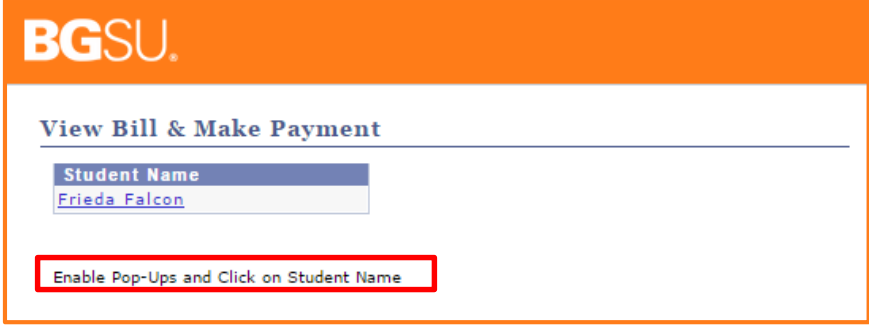
4. Read the Terms and Conditions.
5. Check the box to **accept terms and conditions**.
6. Type **Security Key** (this was in the email sent to you).
7. Type your **email address**. *(This must be the same email address that the student setup where the link and Security Key was sent.)*
8. Click on **Submit**.

SECTION III
PASSWORD CONTROL

Click on the Password Control icon or blue underlined text to create a security question in case you forget your password and need to reset it later.

1. Click on **Change or setup forgotten password help**.	
2. **Select a Question** from the drop down list. 3. **Type the answer** to the question in the Response box. 4. Click on **OK.**	
5. Click on **Home.**	
SECTION IV **VIEW BILL & MAKE PAYMENT** **Click on the View Bill & Make Payment icon or blue underlined text** to view billing and payment information and payment options.	
1. **Click on Student's Name.** *Make sure you have pop-ups enabled so that a new window can open.*	

The Bursar information will open in a new browser window titled CASHNet.

- You will now be able to view Frieda's bills or make a payment.
- Click on **Sign Out** when finished.
- **Close this browser tab.**
- **Click on the Access BGSU browser tab** to continue.

SECTION V
VIEW FINANCIAL AID INFORMATION
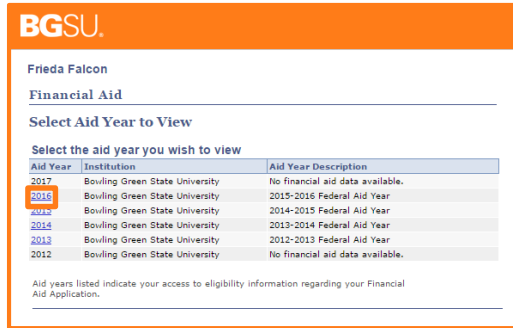
Click on the View Financial Aid Information icon or blue underlined text to view financial aid and scholarship information.

1. **Click on Search** for a list of all options.

2. **Select the aid year** that you want to view.

BGSU.

Frieda Falcon
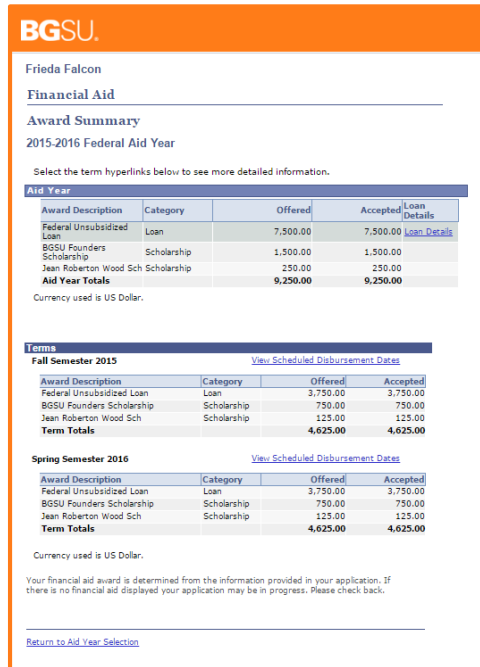
Financial Aid

Select Aid Year to View

Select the aid year you wish to view

Aid Year	Institution	Aid Year Description
2017	Bowling Green State University	No financial aid data available.
2016	Bowling Green State University	2015-2016 Federal Aid Year
2015	Bowling Green State University	2014-2015 Federal Aid Year
2014	Bowling Green State University	2013-2014 Federal Aid Year
2013	Bowling Green State University	2012-2013 Federal Aid Year
2012	Bowling Green State University	No financial aid data available.

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

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3. You can now view the Financial Aid Award Summary for that year.
4. Click on Return to Aid Year Selection to view another year, or **click on Home** to return to the main menu.

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Frieda Falcon

Financial Aid

Award Summary

2015-2016 Federal Aid Year

Select the term hyperlinks below to see more detailed information.

Aid Year

Award Description	Category	Offered	Accepted	Loan Details
Federal Unsubsidized Loan	Loan	7,500.00	7,500.00	Loan Details
BGSU Founders Scholarship	Scholarship	1,500.00	1,500.00	
Jean Roberton Wood Sch	Scholarship	250.00	250.00	
Aid Year Totals		**9,250.00**	**9,250.00**	

Currency used is US Dollar.

Terms

Fall Semester 2015   View Scheduled Disbursement Dates

Award Description	Category	Offered	Accepted
Federal Unsubsidized Loan	Loan	3,750.00	3,750.00
BGSU Founders Scholarship	Scholarship	750.00	750.00
Jean Roberton Wood Sch	Scholarship	125.00	125.00
Term Totals		**4,625.00**	**4,625.00**

Spring Semester 2016   View Scheduled Disbursement Dates

Award Description	Category	Offered	Accepted
Federal Unsubsidized Loan	Loan	3,750.00	3,750.00
BGSU Founders Scholarship	Scholarship	750.00	750.00
Jean Roberton Wood Sch	Scholarship	125.00	125.00
Term Totals		**4,625.00**	**4,625.00**

Currency used is US Dollar.

Your financial aid award is determined from the information provided in your application. If there is no financial aid displayed your application may be in progress. Please check back.

Return to Aid Year Selection

SECTION VI
VIEW TO DO'S

Click on the View To Do's icon or blue underlined text to view pending items such as submission of financial aid documents, transcripts, completion of loan entrance counseling etc.

BGSU.

Access BGSU

Click on the icon or blue title to make a selection. Click on the Home link in the top right to return.

View Bill & Make Payment
View billing information, payment information, and payment options.

View Financial Aid Information
View financial aid and scholarship information.

View To Do's
View the pending items, such as submission of financial aid documents, transcripts, completion of loan entrance counseling, etc.

View Holds
View the holds for specific services such as collection issues, registration holds, release of transcript and/or diploma, financial aid holds.

View Grades
View grades at the end of the semester, as well as the semester and cumulative GPA.

Password Control
Change your password and establish your password reset question. This question will be used in the event you forget your password in the future.

1. **Click on Search** for a list of all options.	
2. Frieda does not have any to do's listed. 3. **Click on Home** to return to the main menu.	
SECTION VII **VIEW HOLDS** **Click on the View Holds icon or blue underlined text** to view holds for specific services such as collection issues, registration holds, release of transcript and/or diploma, financial aid holds.	
1. **Click on Search** for a list of all hold options.	
2. **Select the hold** that you want to view.	

3. More detail about the hold will be displayed. 4. **Click on Return** to go back to the holds menu, or Home to go back to the main menu.	**BGSU.** **Your Holds** **Hold Item** Frieda Falcon Returned check **Reason and Contact** Description: Bowling Green State University Start Term Begin Term Start Date 01/27/2016 Reason: Returned Check Department: Bursar's Office Contact: **Instructions** Returned check from bank. Please contact the Bursar's Office at 419-372-2815. [Return]
SECTION VIII **VIEW GRADES** **Click on the View Grades icon or blue underlined text** to view grades <u>at the end of the semester</u>, as well as the semester and cumulative GPA.	**BGSU.** Access BGSU Click on the icon or blue title to make a selection. Click on the Home link in the top right to return. **View Bill & Make Payment** View billing information, payment information, and payment options. **View Financial Aid Information** View financial aid and scholarship information. **View To Do's** View the pending items, such as submission of financial aid documents, transcripts, completion of loan entrance counseling, etc. **View Holds** View the holds for specific services such as collection issues, registration holds, release of transcript and/or diploma, financial aid holds. **View Grades** View grades at the end of the semester, as well as the semester and cumulative GPA. **Password Control** Change your password and establish your password reset question. This question will be used in the event you forget your password in the future.
1. **Click on Search** for a list of all options.	**BGSU.** **View Grades** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value ▽ Search Criteria Search by: Student Name begins with [_____] ☐ Case Sensitive [Search] Advanced Search
2. **Select the term** that you want to view the grades for. 3. **Click on Continue.**	**BGSU.** Frieda Falcon **View Grades** Select a term then select Continue. |	Term	Career	Institution
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⊙	Fall Semester 2015	Undergraduate	Bowling Green State University
○	Spring Semester 2015	Undergraduate	Bowling Green State University
○	Fall Semester 2014	Undergraduate	Bowling Green State University
○	Spring Semester 2014	Undergraduate	Bowling Green State University
○	Fall Semester 2013	Undergraduate	Bowling Green State University
○	Spring Semester 2013	Undergraduate	Bowling Green State University
○	Fall Semester 2012	Undergraduate	Bowling Green State University	 [CONTINUE]

4. Frieda's grades for that term will be displayed. 5. **Click on Home** to go back to the main menu.	
• To return to the Access BGSU page at a later time, go to www.bgsu.edu/accessbgsu. • **Click on the Returning User Login** button.	
TROUBLESHOOTING	• If permissions have been revoked and you can no longer access some of the information, you <u>must</u> discuss this with the student. The University will not grant access to a proxy, the student must be the one to grant all access to their information. • The system will time out after 20 minutes of inactivity and you will need to login again. • If you are still having trouble, Contact the Technology Support Center (TSC) at 419-372-0999.