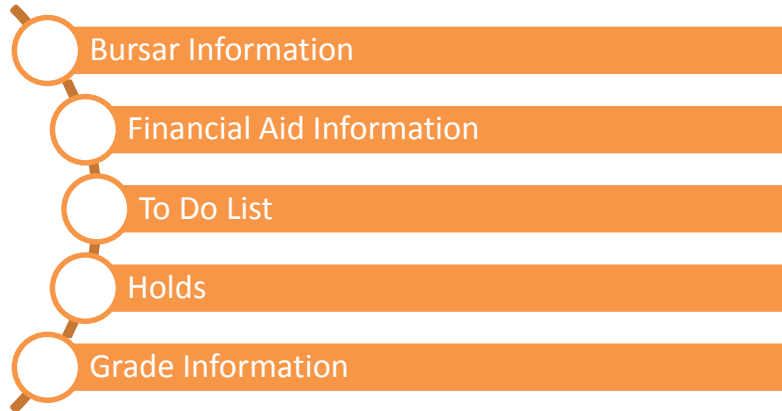


Access BGSU – Proxy Process

PROCESS OVERVIEW

Access BGSU provides the Student with the ability to share their information with a proxy of their choice.



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](#)

Access BGSU – Proxy Process

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.

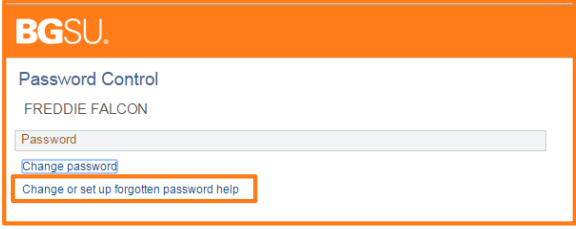
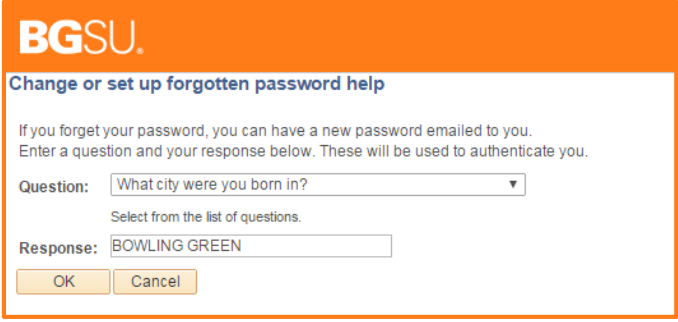


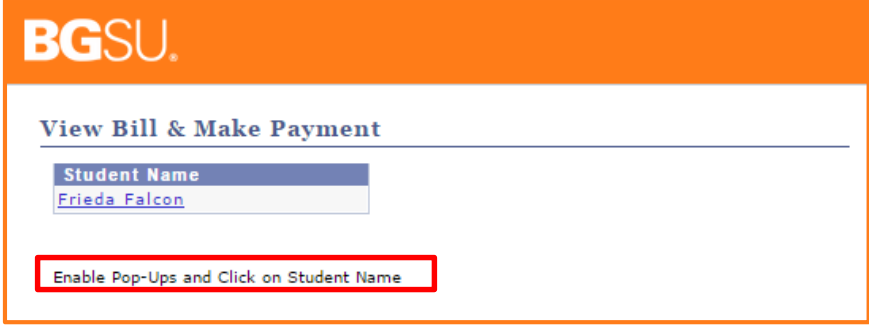
4. Read the Terms and Conditions.
5. Check the box to **accept terms and conditions**.
6. Type **Security Key** (this was in the email sent to you).
7. Type your **email address**. *(This must be the same email address that the student setup where the link and Security Key was sent.)*
8. Click on **Submit**.

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.



Access BGSU – Proxy Process

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

Access BGSU – Proxy Process

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

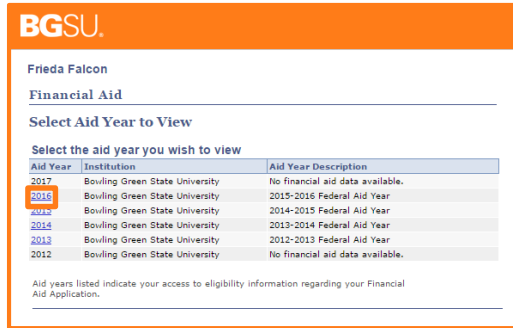
Click on the View Financial Aid Information icon or blue underlined text to view financial aid and scholarship information.



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

Access BGSU – Proxy Process

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



BGSU.

Frieda Falcon

Financial Aid

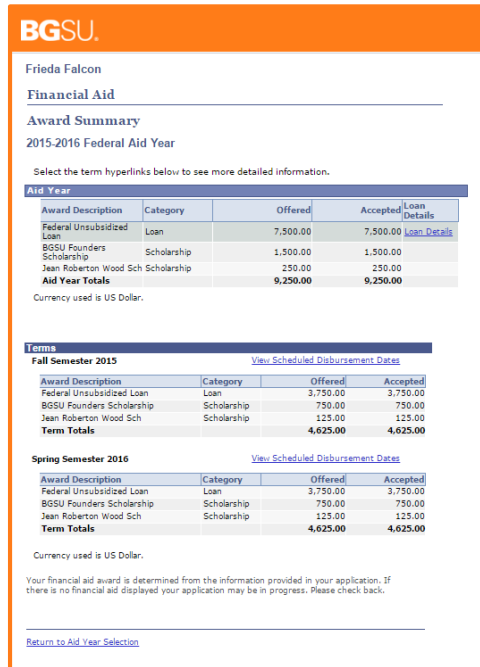
Select Aid Year to View

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.

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.



BGSU.

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
2015-2016	Federal Unsubsidized Loan	Loan	7,500.00	7,500.00	Loan Details
	BGSU Founders Scholarship	Scholarship	1,500.00	1,500.00	
	Jean Robertson Wood Sch Scholarship	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 Robertson 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 Robertson 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.

Access BGSU – Proxy Process

<div>1. Click on Search for a list of all options.</div>	<div><div><div>BGSU.</div><div>View To Do's</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div>Find an Existing Value</div><div>Search Criteria</div><div>Search by: Student Name begins with</div><div>Case Sensitive</div><div>SearchAdvanced Search</div></div></div>																		
<div>2. Frieda does not have any to do's listed.</div> <div>3. Click on Home to return to the main menu.</div>	<div><div><div>BGSU.</div><div>Frieda Falcon</div><div>To Do List</div><div>No current to do item information found.</div></div></div>																		
<div>SECTION VII</div> <div>VIEW HOLDS</div> <div>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.</div>	<div><div><div>BGSU.</div><div>Access BGSU</div><div>Click on the icon or blue title to make a selection. Click on the Home link in the top right to return.</div><div>View Bill & Make Payment</div><div>View Financial Aid Information</div><div>View To Do's</div><div>View Holds</div><div>View Grades</div><div>Password Control</div></div></div>																		
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<div>2. Select the hold that you want to view.</div>	<div><div><div>BGSU.</div><div>Frieda Falcon</div><div>Your Holds</div><table><thead><tr><th>Item List</th><th>Hold Item</th><th>Amount</th><th>Institution</th><th>Start Term</th><th>End Term</th><th>Start Date</th><th>End Date</th><th>Department</th></tr></thead><tbody><tr><td></td><td>Returned check</td><td></td><td>USD</td><td>Bowling Green State University</td><td>Begin Term</td><td></td><td>01/27/2016</td><td>Bursar's Office</td></tr></tbody></table></div></div>	Item List	Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department		Returned check		USD	Bowling Green State University	Begin Term		01/27/2016	Bursar's Office
Item List	Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department											
	Returned check		USD	Bowling Green State University	Begin Term		01/27/2016	Bursar's Office											

Access BGSU – Proxy Process

<div>3. More detail about the hold will be displayed.</div> <div>4. Click on Return to go back to the holds menu, or Home to go back to the main menu.</div>	<div><div><div>BGSU.</div><div>Your Holds</div><div>Hold Item</div><div>Frieda Falcon</div><div>Returned check</div><div>Reason and Contact</div><div>Description: Bowling Green State University</div><div>Start Term: Begin Term</div><div>Start Date: 01/27/2016</div><div>Reason: Returned Check</div><div>Department: Bursar's Office</div><div>Contact:</div><div>Instructions</div><div>Returned check from bank. Please contact the Bursar's Office at 419-372-2815.</div><div>Return</div></div></div>																								
<div>SECTION VIII</div> <div>VIEW GRADES</div> <div>Click on the View Grades icon or blue underlined text to view grades at the end of the <u>semester</u>, as well as the semester and cumulative GPA.</div>	<div><div><div>BGSU.</div><div>Access BGSU</div><div>Click on the icon or blue title to make a selection. Click on the Home link in the top right to return.</div><div>View Bill & Make Payment</div><div>View Financial Aid Information</div><div>View To Do's</div><div>View Holds</div><div>View Grades</div><div>Password Control</div></div><div></div></div>																								
<div>1. Click on Search for a list of all options.</div>	<div><div><div>BGSU.</div><div>View Grades</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div>Find an Existing Value</div><div>Search Criteria</div><div>Search by: Student Name begins with</div><div>Case Sensitive</div><div>Search</div><div>Advanced Search</div></div></div>																								
<div>2. Select the term that you want to view the grades for.</div> <div>3. Click on Continue.</div>	<div><div><div>BGSU.</div><div>Frieda Falcon</div><div>View Grades</div><div>Select a term then select Continue:</div><table><thead><tr><th>Term</th><th>Career</th><th>Institution</th></tr></thead><tbody><tr><td><input checked="" type="radio"/> Fall Semester 2015</td><td>Undergraduate</td><td>Bowling Green State University</td></tr><tr><td><input type="radio"/> Spring Semester 2015</td><td>Undergraduate</td><td>Bowling Green State University</td></tr><tr><td><input type="radio"/> Fall Semester 2014</td><td>Undergraduate</td><td>Bowling Green State University</td></tr><tr><td><input type="radio"/> Spring Semester 2014</td><td>Undergraduate</td><td>Bowling Green State University</td></tr><tr><td><input type="radio"/> Fall Semester 2013</td><td>Undergraduate</td><td>Bowling Green State University</td></tr><tr><td><input type="radio"/> Spring Semester 2013</td><td>Undergraduate</td><td>Bowling Green State University</td></tr><tr><td><input type="radio"/> Fall Semester 2012</td><td>Undergraduate</td><td>Bowling Green State University</td></tr></tbody></table><div>Continue</div></div></div>	Term	Career	Institution	<input checked="" type="radio"/> Fall Semester 2015	Undergraduate	Bowling Green State University	<input type="radio"/> Spring Semester 2015	Undergraduate	Bowling Green State University	<input type="radio"/> Fall Semester 2014	Undergraduate	Bowling Green State University	<input type="radio"/> Spring Semester 2014	Undergraduate	Bowling Green State University	<input type="radio"/> Fall Semester 2013	Undergraduate	Bowling Green State University	<input type="radio"/> Spring Semester 2013	Undergraduate	Bowling Green State University	<input type="radio"/> Fall Semester 2012	Undergraduate	Bowling Green State University
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<input type="radio"/> Spring Semester 2013	Undergraduate	Bowling Green State University																							
<input type="radio"/> Fall Semester 2012	Undergraduate	Bowling Green State University																							

Access BGSU – Proxy Process

- Frieda's grades for that term will be displayed.
- Click on Home** to go back to the main menu.

BGSU.

Frieda Falcon

[View Grades](#)

Fall Semester 2015 | Undergraduate | Bowling Green State University [change term](#)

Class Grades - Fall Semester 2015

Class	Description	Units	Grading	Grade	Grade Points
HDPS 3050	Family Resource Mgmt	3.00	Graded	A	12.000
HDPS 3800	Prof Development in HDPS	3.00	Graded	C	6.000
HDPS 4070	Res Human Dev-Fam Studies	3.00	Graded	B	9.000
HDPS 4100	Child and Family Policy	3.00	Graded	B	9.000
HDPS 4110	Parenting Processes	3.00	Graded	A	12.000

Term Statistics - Fall Semester 2015

	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken	15.000	88.000
Passed	15.000	88.000
Units Not for GPAs:		
Taken		23.000
Passed		20.000
GPA Calculation		
Total Grade Points	48.000	284.000
/ Units Taken Toward GPA	15.000	88.000
= GPA	3.200	3.222

Academic Standing

[Print Grades Page](#)

- To return to the Access BGSU page at a later time, go to www.bgsu.edu/accessbgsu.
- Click on the Returning User Login** button.

BOWLING GREEN STATE UNIVERSITY

BGSU INFORMATION TECHNOLOGY SERVICES

ACADEMICS ADMISSIONS ABOUT ATHLETICS ALUMNI RESEARCH STUDENTS INTERNATIONAL GIVE MYBGSU EMAIL SEARCH

Information Technology Services

Office of the CIO

Technology Services

ITS Initiatives

Information Security

BGSU IT Policies

CIO Advisory Board

About ITS

IT SERVICE PORTAL TRAINING APPLICATION CATALOG

Technology Support Center [TSC] Office: 110 Hayes

ACCESS BGSU

Bowling Green State University / Information Technology Services / Access BGSU

BGSU is excited to introduce the new Access BGSU feature to students and their families. Access BGSU provides BGSU students with a means for sharing important information with a designated proxy (parent, guardian, spouse, etc.). The student will initiate the process by inviting the proxy of their choice to accept an offer to view student and financial information. Upon accepting, the proxy will be granted access only to specific information that the student chooses to share.

SHARABLE TRANSACTIONS

- [View Bill & Make Payment](#)
- [View Financial Aid Information](#)
- [View To Do's](#)
- [View Holds](#)
- [View Grades](#)

DOCUMENTATION

[Access BGSU Open Enroll PowerPoint Presentation](#)

RETURNING USER LOGIN

TROUBLESHOOTING

- If permissions have been revoked and you can no longer access some of the information, you must 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.