Access BGSU – Student Delegation Process

**PROCESS OVERVIEW**

This application provides BGSU students with the ability to share their student information with a proxy (parent, guardian, spouse, etc.) of their choice. The following information could be shared:

- Bursar Information
- Financial Aid Information
- To Do List
- Holds
- Grade Information

**TERMINOLOGY**

*There is no limit on the number of proxies the student can delegate to.*

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegation</td>
<td>The act of granting access to another person.</td>
</tr>
<tr>
<td>Delegator</td>
<td>This is the student; the person that grants access to another person.</td>
</tr>
<tr>
<td>Proxy</td>
<td>The person that is granted the access. (parent, spouse, relative, etc.)</td>
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</tbody>
</table>

**STUDENT’S ROLE**

- Initiate all delegation requests.
- Can delegate one or more of the five transactions.
- Can delegate to multiple proxies at the same time.
- Must agree to the Terms and Conditions before access can be shared.

**SECTION I NAVIGATION**

1. Go to bgsu.edu in your Internet browser.
2. Click on the MyBGSU link.
3. Log-on with your BGSU credentials.
4. Click on Student Center.
SECTION II
GRANT ACCESS TO A GUEST

1. Click on **Share my information**.
2. Click on **Delegate access to a new contact**.
3. Read the Terms and Conditions.
4. Click on **I accept**.

**Agreeing to the electronic FERPA covers sharing student information with an authorized proxy in Access BGSU only and relates to just the 5 transactions supported by the tool.**

**The student may be asked to sign other agreements to allow advisors or other University representatives to discuss the student’s information outside of Access BGSU.**
5. Fill in the contact information.
6. Check which transactions you want to share with this person.
7. Click on Save.

The student should check with their proxy to see what email address they would like to use.

If the email is typed in wrong, it cannot be changed later. The student will need to delete all access and start over again to grant access to the correct email address.

8. A message appears to notify you that an email has been sent to the new contact notifying them of the access granted to them. Click on OK.

9. Click on OK.

Once the contact (proxy) has accepted the delegated access, the Transaction Status will update from Submitted to Access Granted on the Student’s summary page.
SECTION III
EDIT ACCESS

1. If you wish to change the permissions granted to a contact, click on Edit.

2. Make changes to the Permissions by checking or unchecking the box in front of the Transaction Name to either grant or remove the permission.

3. Click on Save.

4. A message appears confirming the changes you made, click on OK.

5. A message appears notifying you that an email will be sent to the contact (proxy) confirming the changes you made, click on OK.
6. Click on OK.

SECTION IV
RESEND EMAIL NOTIFICATION TO PROXY

If the proxy needs the email resent to them, the student must go through the steps to edit the access for the proxy. (same steps as above)

1. Click on Edit

2. Click on Resend Email Notification.

Notice that the Contact Email Address is greyed out. You cannot change the Initial email.
3. Click on **OK** to acknowledge that the email is being resent to the proxy.

4. Click on the **Return to Share My Information Summary** link.

5. Click on the **go to ...** drop down and select Student Center.
SECTION V
DELETE ACCESS

1. If you wish to delete all access, click on Delete.

2. Read the Delete Confirmation message and click on Yes – Delete.

An email will be sent to the contact (proxy) confirming the changes you made.

This contact will be deleted, and will no longer be able to view your student information. If you choose to re-grant access in the future, you will need to repeat the entire process.