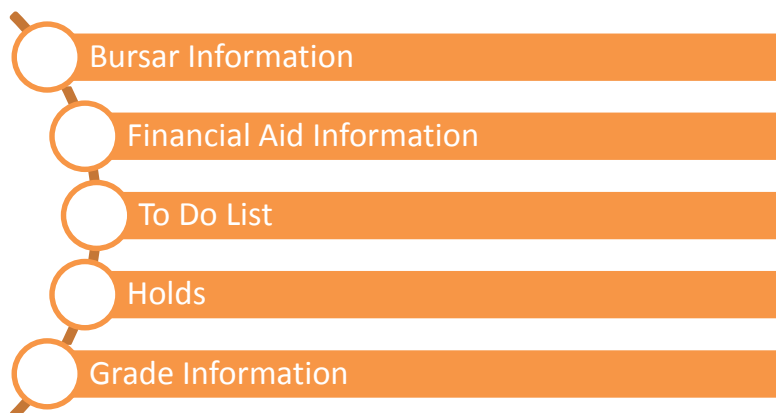


Access BGSU – Student Delegation Process

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:



TERMINOLOGY

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

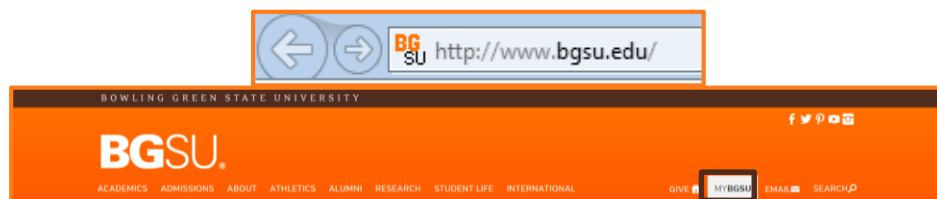
Term	Definition
Delegation	The act of granting access to another person.
Delegator	This is the student ; the person that grants access to another person.
Proxy	The person that is granted the access. (parent, spouse, relative, etc.)

STUDENT'S ROLE

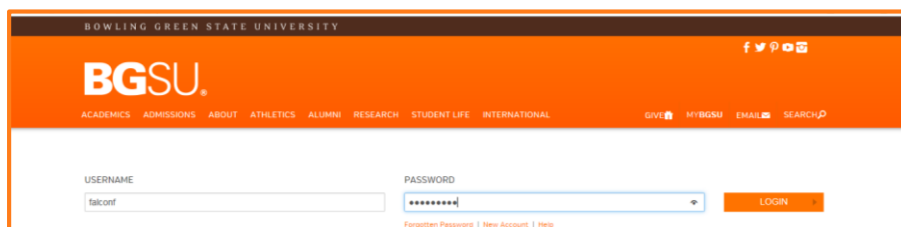
- Initiate all delegation requests.
- Can delegate one or more of the five transactions.
- Can delegate to multiple proxies at the same time.
- Must agree to the Terms and Conditions before access can be shared.

SECTION I NAVIGATION

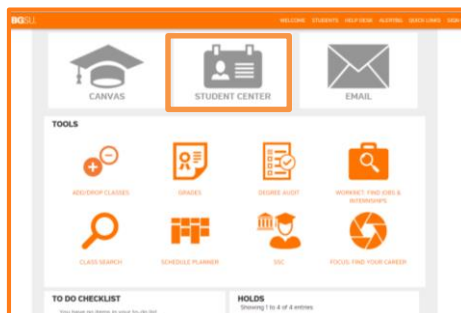
1. Go to **bgsu.edu** in your Internet browser.
2. Click on the **MyBGSU** link.



3. **Log-on** with your BGSU credentials.



4. Click on **Student Center**.



Access BGSU – Student Delegation Process

SECTION II GRANT ACCESS TO A GUEST

1. Click on **Share my information**.

Frieda's Student Center

Academics

Search
Plan
Enroll
My Academics
Schedule Planner

other academic... ▾

Deadlines URL

This Week's Schedule

Class	Schedule
CHEM 1770-1001 LEC (12437)	TuTh 9:30AM - 10:45AM Overman Hall 184
HDFS 4100-2001 LEC (14747)	TuTh 4:00PM - 5:15PM McDonald North 070N
HDFS 4890-1003 IND (17372)	
POPC 1650-107W LEC (13801)	
POPC 1650-108W	

SEARCH FOR CLASSES

SHARE MY INFORMATION

Holds

- Past Due IPP Balance
- Returned check
- Past Due Balance
- Write-Off Account

2. Click on **Delegate access to a new contact**.

Frieda Falcon go to ... ▾

Personal Information Security

Share My Information - Summary

Below is the list of contacts you delegated access to your own data. To edit the information for a contact, click the Edit button. To delegate access to a new contact, click the Delegate Access to a New Contact button.

No current delegated access found.

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.

Frieda Falcon go to ... ▾

Personal Information Security

Share My Information

Share My Information - Terms and Conditions

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the educational information of students. You can share specific information from your educational record with persons you designate by granting them access online via MyBGSU. Bowling Green State University provides an option called "delegate access" that allows you to identify "designees" and give them access to your educational records while you are a student. If you choose to delegate access, you can control what types of information the designee(s) can see by selecting one or more of the five options described below:

1. Financial Aid Information - financial aid packages and scholarship information.
2. Bursar Information - billing information, payment information, and payment options
3. Grade Information - grades at the end of the semester, and semester and cumulative GPA
4. Holds - includes items such as collection issues, registration holds, release of transcript and/or diploma, financial aid holds
5. To-Do Lists - actions you must take before other processes can be completed on your behalf (submission of financial aid documents, transcripts, completion of loan entrance counseling, etc.)

If you choose to designate someone to assist you with payment and other financial matters, BGSU strongly recommends that you grant access to both Financial Aid Information and Bursar Information.

After granting delegate access, you may revoke it at any time. The University will not automatically remove delegate access, even when you leave Bowling Green State University.

Please note:

Future changes to the information available to designees will be communicated to students through their BGSU-provided email account at least 30 days prior to the implementation of the change(s).

Bowling Green State University will not share any information other than the information a student has selected to share with a designee, and information that can be shared as specified by FERPA, such as directory information or disclosure made to parents of a dependent student, as specified in Section 152 of the Internal Revenue Code of 1986, as amended.

By granting delegate access, a student releases and waives all claims against the University for how the designee uses the provided information and further agrees to indemnify the University for any damages, liabilities, or judgments the University may incur for the release of any information the University is authorized by the student to any designee.

Bowling Green State University reserves the right to not release information, although granted, if deemed necessary to protect the privacy of a particular student or a group of students.

I ACCEPT

I DECLINE

Access BGSU – Student Delegation Process

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.

Frieda Falcon

Share My Information

Share My Information - Details

*Contact Name:

*Relationship:

*Contact Email Address:

*Confirm Email Address:

Contact Status: Unknown

Transaction Name	Description	Start Date	Transaction Status
<input checked="" type="checkbox"/> Bursar Information	View billing information, payment information, and payment options.		
<input checked="" type="checkbox"/> Financial Aid Information	View financial aid and scholarship information.		
<input checked="" type="checkbox"/> Grade Information	View grades at the end of the semester, as well as the semester and cumulative GPA.		
<input checked="" type="checkbox"/> View Holds	View the holds placed on your record for specific services such as collection issues, registration holds, release of transcript and/or diploma, financial aid holds.		
<input checked="" type="checkbox"/> View To Do List	View the pending items on your to do list such as submission of financial aid documents, transcripts, completion of loan entrance counseling, etc.		

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**.

Message

An email notification will be sent to Freddie Falcon. (14025,76)

An email notification will be sent to Freddie Falcon to inform him or her about the new or revoked delegated transactions. Press Ok to continue or Cancel to go back.

9. Click on **OK**.

Save Confirmation

☒ The Save was successful.

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.

Frieda Falcon

Personal Information **Security**

Share My Information - Summary

Below is the list of contacts you delegated access to your own data. To edit the information for a contact, click the Edit button. To delegate access to a new contact, click the Delegate Access to a New Contact button.

DELEGATE ACCESS TO A NEW CONTACT

☒ **Freddie Falcon**

Contact Name	Contact Email Address	Relationship	Contact Status
Freddie Falcon	ffalcon@bgsu.edu	Brother	Accepted

Shared Access	Start Date	Transaction Status
View To Do List	02/03/16	Access Granted
View Holds	02/03/16	Access Granted
Financial Aid Information	02/03/16	Access Granted
Bursar Information	02/03/16	Access Granted
Grade Information	02/03/16	Access Granted

Access BGSU – Student Delegation Process

SECTION III EDIT ACCESS

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

Frieda Falcon go to ...

Personal Information Security

Share My Information - Summary

Below is the list of contacts you delegated access to your own data. To edit the information for a contact, click the Edit button. To delegate access to a new contact, click the Delegate Access to a New Contact button.

DELEGATE ACCESS TO A NEW CONTACT

Freddie Falcon **EDIT** DELETE

Contact Name	Contact Email Address	Relationship	Contact Status
Freddie Falcon	ffalcon@bgsu.edu	Brother	Accepted

Shared Access	Start Date	Transaction Status
View To Do List	02/03/16	Access Granted
View Holds	02/03/16	Access Granted
Financial Aid Information	02/03/16	Access Granted
Bursar Information	02/03/16	Access Granted
Grade Information	02/03/16	Access Granted

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**.

Frieda Falcon

Share My Information

Share My Information - Details

*Contact Name: Freddie Falcon

*Relationship: Brother

*Contact Email Address: ffalcon@bgsu.edu

Contact Status: Accepted **RESEND EMAIL NOTIFICATION**

Transaction Name	Description	Start Date	Transaction Status
<input checked="" type="checkbox"/> Bursar Information	View billing information, payment information, and payment options.		Access Granted
<input checked="" type="checkbox"/> Financial Aid Information	View financial aid and scholarship information.		Access Granted
<input type="checkbox"/> Grade Information	View grades at the end of the semester, as well as the semester and cumulative GPA.		Access Granted
<input type="checkbox"/> View Holds	View the holds placed on your record for specific services such as collection issues, registration holds, release of transcript and/or diploma, financial aid holds.		Access Granted
<input type="checkbox"/> View To Do List	View the pending items on your to do list such as submission of financial aid documents, transcripts, completion of loan entrance counseling, etc.		Access Granted

SELECT ALL CLEAR ALL

SAVE

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

Message

Delete Confirmation (14025,78)

Unselecting a transaction name will revoke the rights you previously shared with Freddie Falcon. Are you sure you want to revoke the following access?

- View To Do List
- View Holds
- Grade Information transaction

OK Cancel

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

Message

An email notification will be sent to Freddie Falcon. (14025,76)

An email notification will be sent to Freddie Falcon to inform him or her about the new or revoked delegated transactions. Press Ok to continue or Cancel to go back.

OK Cancel

Access BGSU – Student Delegation Process

6. Click on **OK**.

Save Confirmation



The Save was successful.

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**

Frieda Falcon go to ...

Personal Information Security

Share My Information - Summary

Below is the list of contacts you delegated access to your own data. To edit the information for a contact, click the Edit button. To delegate access to a new contact, click the Delegate Access to a New Contact button.

DELEGATE ACCESS TO A NEW CONTACT

Freddie Falcon EDIT DELETE

Contact Name	Contact Email Address	Relationship	Contact Status
Freddie Falcon	ffalcon@bgsu.edu	Brother	Accepted

Shared Access	Start Date	Transaction Status
View To Do List	02/03/16	Access Granted
View Holds	02/03/16	Access Granted
Financial Aid Information	02/03/16	Access Granted
Bursar Information	02/03/16	Access Granted
Grade Information	02/03/16	Access Granted

2. Click on **Resend Email Notification**.

Notice that the Contact Email Address is greyed out. You cannot change the Initial email.

Frieda Falcon

Share My Information

Share My Information - Details

*Contact Name: Freddie Falcon

*Relationship: Brother

*Contact Email Address: ffalcon@bgsu.edu

Contact Status: Accepted

RESEND EMAIL NOTIFICATION

Transaction Name	Description	Start Date	Transaction Status
<input checked="" type="checkbox"/> Bursar Information	View billing information, payment information, and payment options.		Access Granted
<input checked="" type="checkbox"/> Financial Aid Information	View financial aid and scholarship information.		Access Granted
<input type="checkbox"/> Grade Information	View grades at the end of the semester, as well as the semester and cumulative GPA.		Access Granted
<input type="checkbox"/> View Holds	View the holds placed on your record for specific services such as collection issues, registration holds, release of transcript and/or diploma, financial aid holds.		Access Granted
<input type="checkbox"/> View To Do List	View the pending items on your to do list such as submission of financial aid documents, transcripts, completion of loan entrance counseling, etc.		Access Granted

SELECT ALL CLEAR ALL

SAVE

Access BGSU – Student Delegation Process

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

Message

Resend last email notification. (14025,82)

The last email notification sent will be resent to the email address used at the time it was originally sent.

OK

Cancel

Frieda Falcon

Share My Information

Share My Information - Details

*Contact Name: Freddie Falcon

*Relationship: Brother

*Contact Email Address: ffalcon@bgsu.edu

Contact Status Accepted

RESEND EMAIL NOTIFICATION

Transaction Name	Description	Start Date	Transaction Status
<input checked="" type="checkbox"/> Bursar Information	View billing information, payment information, and payment options.		Access Granted
<input checked="" type="checkbox"/> Financial Aid Information	View financial aid and scholarship information.		Access Granted
<input checked="" type="checkbox"/> Grade Information	View grades at the end of the semester, as well as the semester and cumulative GPA.		Access Granted
<input checked="" type="checkbox"/> View Holds	View the holds placed on your record for specific services such as collection issues, registration holds, release of transcript and/or diploma, financial aid holds.		Access Granted
<input checked="" type="checkbox"/> View To Do List	View the pending items on your to do list such as submission of financial aid documents, transcripts, completion of loan entrance counseling, etc.		Access Granted

SELECT ALL

CLEAR ALL

SAVE

[Return to Share My Information Summary](#)

Frieda Falcon

Personal Information

go to ...

My Academics

Student Center

go to ...

Share My Information - Summary

Below is the list of contacts you delegated access to your own data. To edit the information for a contact, click the Edit button. To delegate access to a new contact, click the Delegate Access to a New Contact button.

DELEGATE ACCESS TO A NEW CONTACT

Freddie Falcon

EDIT

DELETE

Contact Name	Contact Email Address	Relationship	Contact Status
Freddie Falcon	ffalcon@bgsu.edu	Brother	Accepted

Shared Access	Start Date	Transaction Status
View To Do List	02/18/16	Access Granted

Access BGSU – Student Delegation Process

SECTION V DELETE ACCESS

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

Frieda Falcon go to ...

Personal Information **Security**

Share My Information - Summary

Below is the list of contacts you delegated access to your own data. To edit the information for a contact, click the Edit button. To delegate access to a new contact, click the Delegate Access to a New Contact button.

DELEGATE ACCESS TO A NEW CONTACT

▼ **Freddie Falcon** **EDIT** **DELETE**

Contact Name	Contact Email Address	Relationship	Contact Status
Freddie Falcon	ffalcon@bgsu.edu	Brother	Accepted

Shared Access	Start Date	Transaction Status
Financial Aid Information	02/03/16	Access Granted
Bursar Information	02/03/16	Access Granted

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

Delete Confirmation

? Are you sure you want to delete Freddie Falcon?

YES - DELETE **NO - DO NOT 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.

Wed 2/3/2016 1:29 PM

familyaccess@bgsu.edu

Access to Frieda Falcon's school data has been revoked.

To: Freddie Falcon

Freddie Falcon, your access to one or more of Frieda Falcon's student records at BGSU has been revoked. You are no longer able to view or discuss the following information on Frieda's behalf:

- Financial Aid Information
- Bursar Information

If you feel this was done in error, please contact Frieda Falcon with any questions.

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.