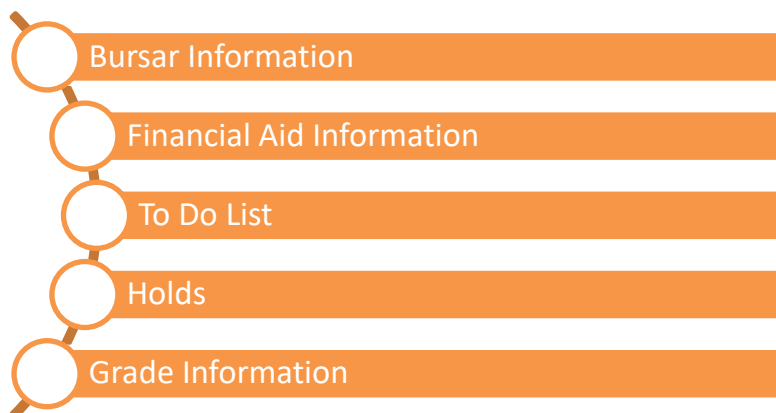


Access BGSU – Student Delegation Process

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

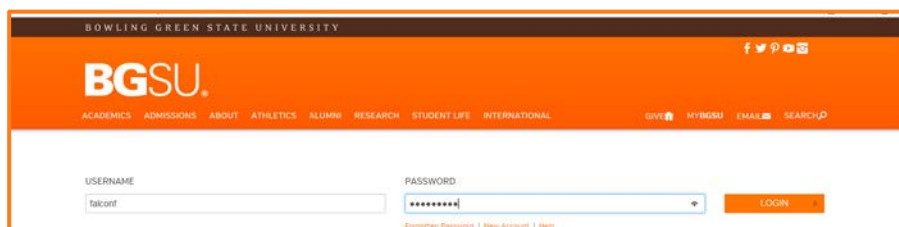
- Initiate all delegation requests.
- Can delegate one or more of the five transactions.
- Can delegate to multiple proxies at the same time.
- Must agree to the Terms and Conditions before access can be shared.

SECTION I NAVIGATION

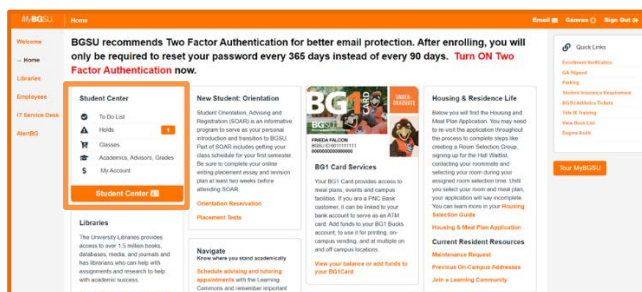
1. Go to **bgsu.edu** in your Internet browser.
2. Click on the **MyBGSU** link.



3. **Login** with your BGSU credentials.



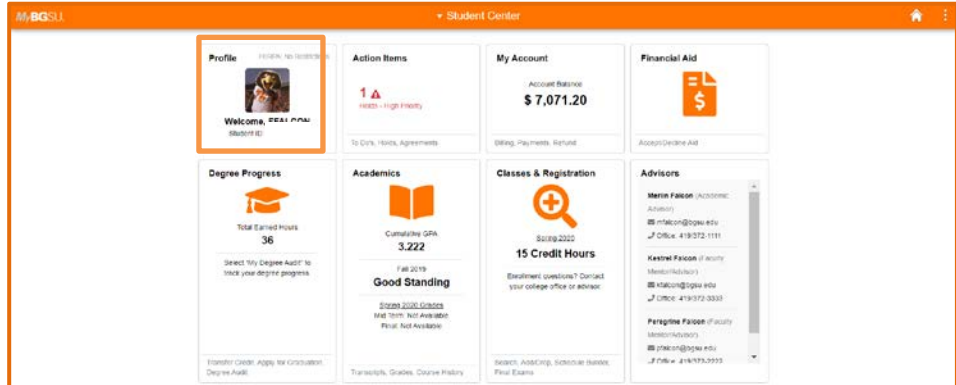
4. Click on **Student Center**.



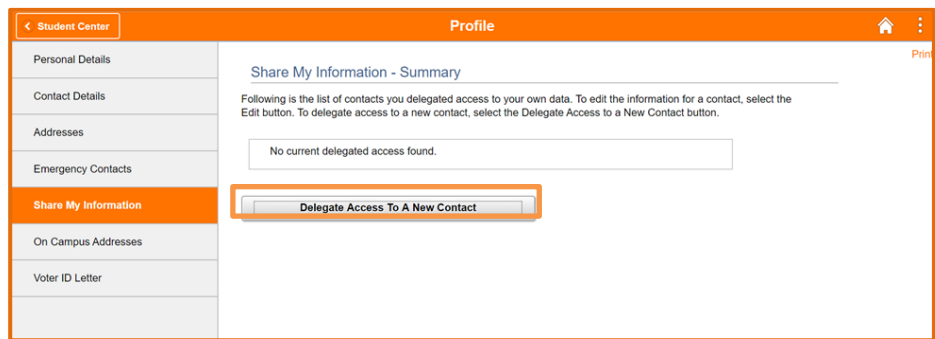
Access BGSU – Student Delegation Process

SECTION II GRANT ACCESS TO A GUEST

1. Select the **Profile** tile.



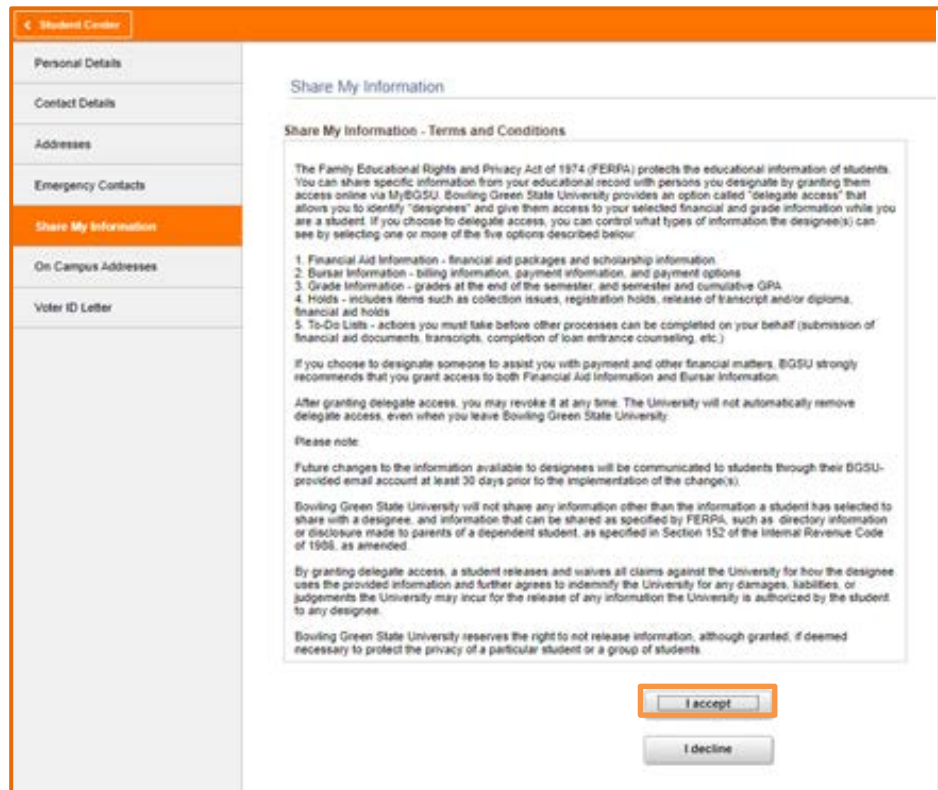
2. Select **Share My Information** in the left navigation menu followed by **Delegate Access To A New Contact**.



3. Read the Terms and Conditions.
4. Select **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.



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5. Fill in the contact information.
6. Check which transactions you want to share with this person.
7. Select **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.

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 type="checkbox"/> Bursar Information	View billing information, payment information, and payment options.		
<input type="checkbox"/> Financial Aid Information	View financial aid and scholarship information.		
<input type="checkbox"/> Grade Information	View grades at the end of the semester, as well as the semester and cumulative GPA.		
<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.		
<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.		

Select All Clear All

Save

[Return to Share My Information Summary](#)

8. A message will appear notifying you that an email will be sent to the new proxy notifying them of the access granted to them. Select **OK**.

Contact Status: Unknown

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

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

OK **Cancel**

9. Select **OK**.

Save Confirmation

✓ The Save was successful.

OK

10. A summary will display to show you who you have shared your information with. To edit this information, select **Edit**. To delete this account, click on **Delete**.

Share My Information - Summary

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

[Delegate Access To A New Contact](#)

Edit **Delete**

Contact Name	Contact Email Address	Relationship	Contact Status
		Friend	Unknown

Shared Transactions

Shared Access	Start Date	Transaction Status
View To Do List	02/04/20	Submitted
View Holds	02/04/20	Submitted
Financial Aid Information	02/04/20	Submitted
Bursar Information	02/04/20	Submitted
Grade Information	02/04/20	Submitted

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SECTION III EDIT ACCESS

1. To edit the information, return to the **Share My Information** page.
2. Select **Edit** next to the proxy's name whose information you would like to edit.

3. **Check or uncheck** the transaction name you would like to add or remove and select **Save**.

4. A notification will display asking if you are sure you want to change the access and informing you that the contact will receive an email notifying them of the changes. Click **OK** to accept or **Cancel** to reject the changes.

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5. Select **OK** again to save.

SECTION IV RESEND EMAIL NOTIFICATION TO PROXY

1. To resend a proxy email, return to the **Share My Information** page.
2. Select **Edit** next to the proxy's name whose information you would like to edit.

Contact Name	Contact Email Address	Relationship	Contact Status
Fiona Falcon	falcon@bgsu.edu	Mother	Unknown

Shared Access	Start Date	Transaction Status
Grade Information	02/06/20	Submitted

3. Click on **Resend Email Notification**.

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

Transaction Name	Description	Start Date	Transaction Status
<input type="checkbox"/> Billing Information	View billing information, payment information, and payment options.		
<input checked="" type="checkbox"/> Financial Aid Information	View financial aid and scholarship information.		Submitted
<input checked="" type="checkbox"/> Grade Information	View grades at the end of the semester, as well as the semester and cumulative GPA.		Submitted
<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.		
<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.		

4. Click on **OK** to acknowledge that the email will be sent to the proxy.

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

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SECTION V DELETE ACCESS

1. To delete a proxy, return to the **Share My Information** page.
2. Select **Delete** next to the proxy's name whose information you would like to edit.

Contact Name	Contact Email Address	Relationship	Contact Status
Fiona Falcon	ffalcon@bgsu.edu	Mother	Unknown

Shared Access	Start Date	Transaction Status
Grade Information	02/06/20	Submitted

4. Select **Yes – Delete** to delete the proxy's access

Delete Confirmation

? Are you sure you want to delete Fiona Falcon?

Yes - Delete **No - Do Not Delete**