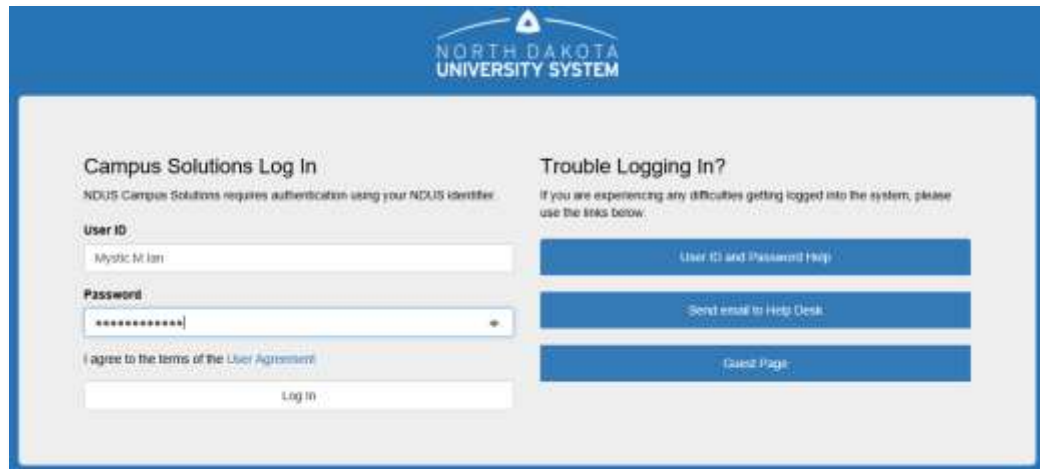


## CampusConnection Helpsheet

### Share My Information – Add a Proxy

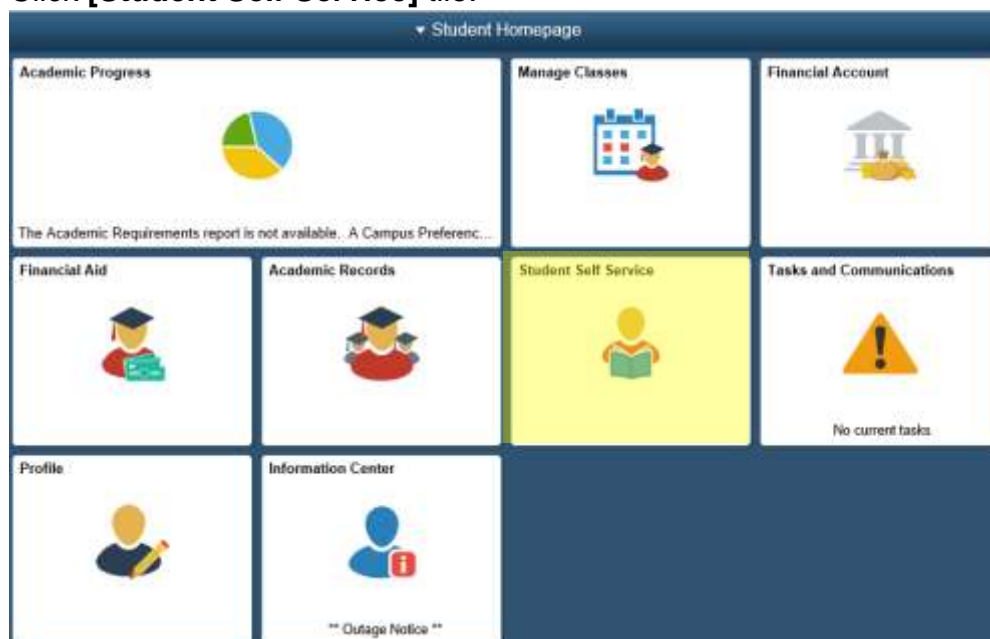
This function allows a student to give access to a proxy to view or perform some actions in CampusConnection, such as view grades/classes or pay tuition.

1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.



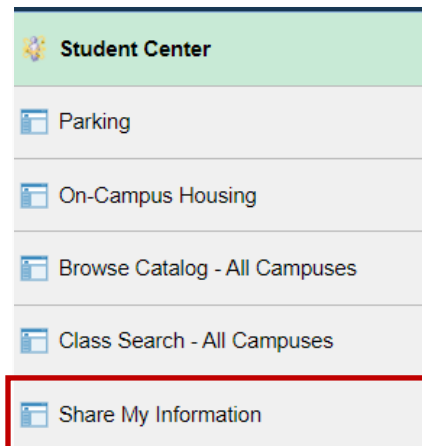
*On your Student Homepage:*

3. Click **[Student Self Service]** tile.

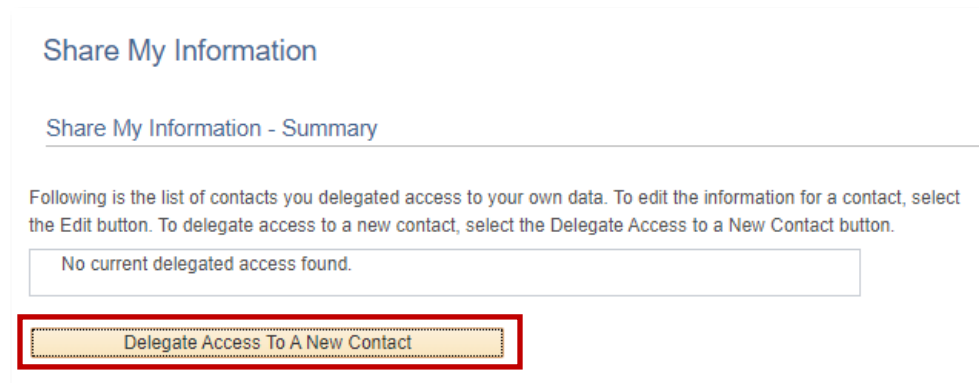


*On the left-side menu:*

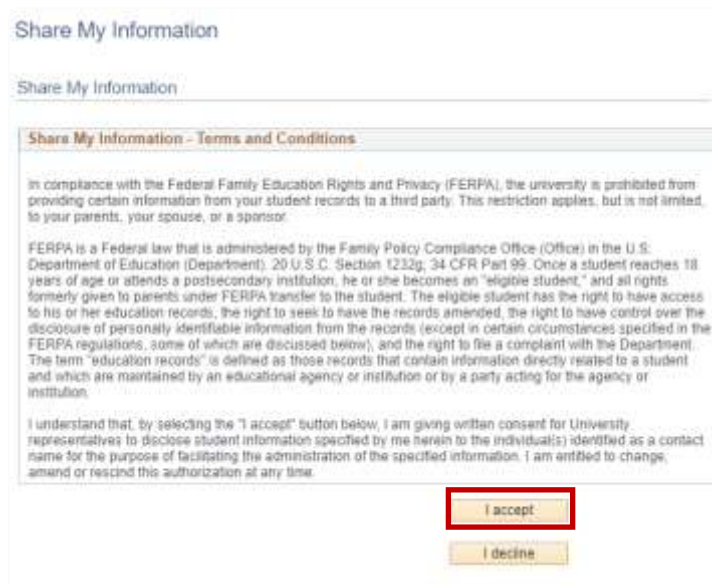
4. Select **[Share my Information]**.



5. Select **[Delegate Access to a New Contact]**.



6. Read the Terms and Conditions, then select **[I Accept]**.



7. Here you will enter the proxy's Information (the person to whom access will be delegated) and the pages you want the proxy to be able to access. Once entered, click **[Save]**.

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"/> Financial Aid	Delegate the ability to view Award Summary, College Financial Planning, and Financial Aid Summary		
<input type="checkbox"/> Pay Online	Delegate the ability to make payments on account		
<input type="checkbox"/> Student Finance	Delegate the ability to view Account Balance, Payment History, and View 1098T		
<input checked="" type="checkbox"/> View Campus Contact Information	Delegate the ability to view your addresses, e-mail and phone numbers		
<input checked="" type="checkbox"/> View Classes	Delegate the ability to view class schedules		
<input type="checkbox"/> View Course History	Delegate the ability to view course history		
<input checked="" type="checkbox"/> View Grades	Delegate the ability to view grades		
<input type="checkbox"/> View Tasks	Delegate the ability to view To-Do list, Holds, and Communications (List Only)		

The student and proxy will both receive an email. The proxy email will provide steps to register the proxy account.

Message

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

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

Note:

Multiple proxies can be added. To add additional proxy's, select **[Delegate Access to a New Contact]** and complete steps 6 and 7.

Share My Information

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.

Donald Duck

Contact Name	Contact Email Address	Relationship	Contact Status
Donald Duck		Other	Unknown

**Shared Transactions**

Shared Access	Start Date	Transaction Status
Pay Online	01/25/21	Submitted
View Campus Contact Information	01/25/21	Submitted
View Classes	01/25/21	Submitted
Student Finance	01/25/21	Submitted
View Grades	01/25/21	Submitted
View Course History	01/25/21	Submitted
View Tasks	01/25/21	Submitted
Financial Aid	01/25/21	Submitted