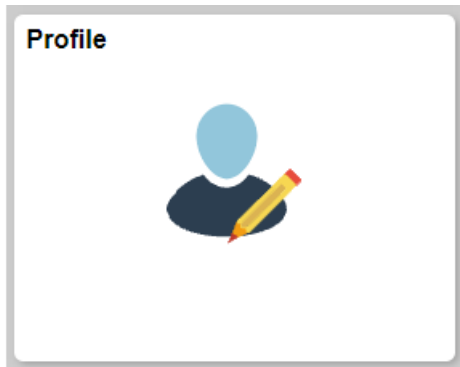


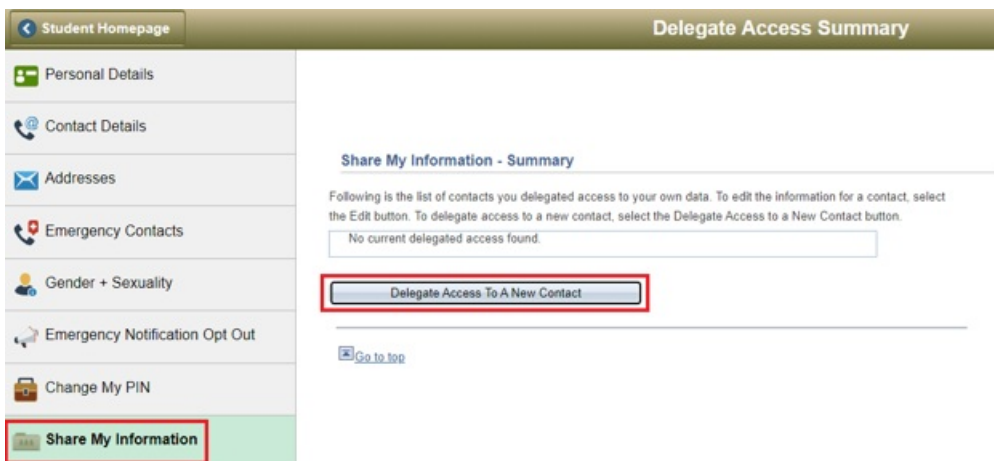
# CampS: Delegate Access to Your CampS Account

Last Modified on 04/19/2022 2:53 pm CDT

1. Log into [CampS](#).
2. Select the **Profile** tile.



3. Click **Share My Information** from the navigation menu then click the **Delegate Access To A New Contact** button.



*NOTE: If*

*you have already delegated access to someone, they will appear in the box that currently reads "No current delegated access found."*

4. Read through the Terms and Conditions.
5. Click **I Accept**.

Share My Information

**Share My Information - Terms and Conditions**

In compliance with the Federal Family Education Rights and Privacy (FERPA), the university is prohibited from providing certain information from your student records to a third party. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. Section 1232g; 34 CFR Part 99. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

I understand that, by selecting the "I accept" button below, I am giving written consent for University representatives to disclose student information specified by me herein to the individual(s) identified as a contact name for the purpose of facilitating the administration of the specified information. I am entitled to change, amend or rescind this authorization at any time.

6. Fill out the information for the person you are delegating access to.
7. Designate how much information the delegate can access by clicking the appropriate checkboxes in the *Transaction Name* column.
8. Click **Save**.

Share My Information - Details

Contact Status: Unknown

Transaction Name	Description	Start Date	Transaction Status
<input checked="" type="checkbox"/> Contact Information	Delegate the ability to view your phone numbers, email addresses and addresses.		
<input type="checkbox"/> Emergency Contacts	Delegate the ability to view and update your emergency contacts.		
<input type="checkbox"/> View Financial Aid	Delegate the ability to view and discuss your financial aid awards and potential eligibility.		
<input type="checkbox"/> View Grades	Delegate the ability to view your grades.		
<input type="checkbox"/> View Holds	Delegate the ability to view the holds placed on your record for specific services.		
<input type="checkbox"/> View To Do List	Delegate the ability to view the pending items on your to do list.		
<input type="checkbox"/> View/Pay Bills	Delegate the ability to view/pay bills and discuss your financial account.		

[Return to Share My Information Summary](#)

9. The delegated person will appear in the box that previously read "No current delegated access found."

### 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](#)

Me				<a href="#">Edit</a>	<a href="#">Delete</a>
Contact Name	Contact Email Address	Relationship	Contact Status		
			Unknown		
Shared Transactions					
Shared Access		Start Date	Transaction Status		
Contact Information		10/14/21	Submitted		

- The delegated person will receive an email to the address you selected. They will need to confirm their identity and complete the steps given to them in the email.