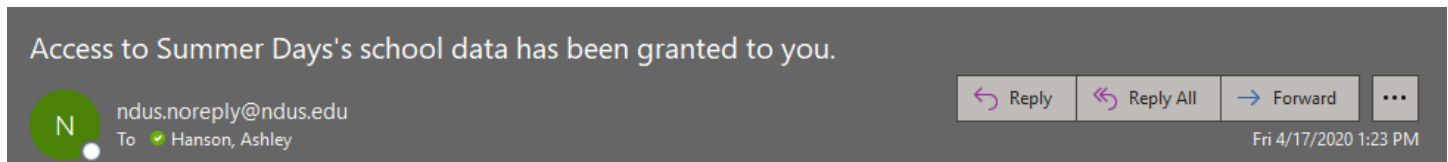# Campus Solutions Delegated Access- Proxy

This training document will show the Proxy how to register an account and view student's Campus Connection Data.

Registration

1. Read the email that you receive. This email will have an important link and security key that is needed for registration.

2. Once you click the link in your email, you will get brought to a registration page. Here is where you will create an account if you haven't already done so. If you are an NDUS employee, please make sure to create a new account using prxy. at the beginning.

Delegated Access Registration

User ID	Password	
prxy. ▣	ⓟ	Sign In

Create Account

Create Account

User	prxy.aahanson
Password	•••••••• ⓟ
Confirm Password	•••••••• ⓟ
Email Address	ashley.a.hanson@ndus.edu
First Name	Ashley
Last Name	Hanson

Create Account

To use an existing user ID and password, sign in at left.

If you don't have a user ID, fill in the information to create a proxy account. Proxy user IDs must begin with "prxy." You may add from 5 to 25 lower case letters or numbers following the period.

Passwords must be at least 8 characters and are case sensitive. A combination of upper and lower case letters, numbers and special characters is recommended.

3. Proxy Terms and Conditions page. Here is where you will enter the security key from your email as well as the email address you received the email. To complete the process, click Save, log out and log back in using our Production Link

Ashley Hanson

Terms and conditions for accessing somebody else's data

Terms and Conditions

You have been granted access to view or update data that belongs to somebody else. By accepting these terms and conditions, you consent to protect the privacy of the data and to use or modify the data fairly and lawfully.

The following terminology applies to these Terms and Conditions: "Delegator" refers to the person who delegated you access. "Proxy" refers to you, the person authorized to view or update the Delegator's data on his or her behalf.

Agreement:
All proxies are required to sign this agreement for each of the delegators that delegated them access to their data confirming their understanding and acceptance of this policy. You sign the agreement by accepting the terms and conditions, entering your Security Key and your email address.

☑ I accept the terms and conditions   Acceptance Date 04/17/2020

☐ I decline the terms and conditions

DA Security Key	3RjPM5i	Enter the Security Key included in the email notification you received
Contact Email	ashley.a.hanson@ndus.edu	Enter the email address that the notification was sent to

Your Personal Information

First Name	Ashley
Last Name	Hanson
Gender	Female ▼

Contact the NDUS Help Desk:

1-866-457-6387

NDUS.HelpDesk@ndus.edu (email)

https://helpdesk.ndus.edu

View Student Data

1. Log In using our Production Link.

2. From Your NDUS Homepage, click on 'Shared Information'
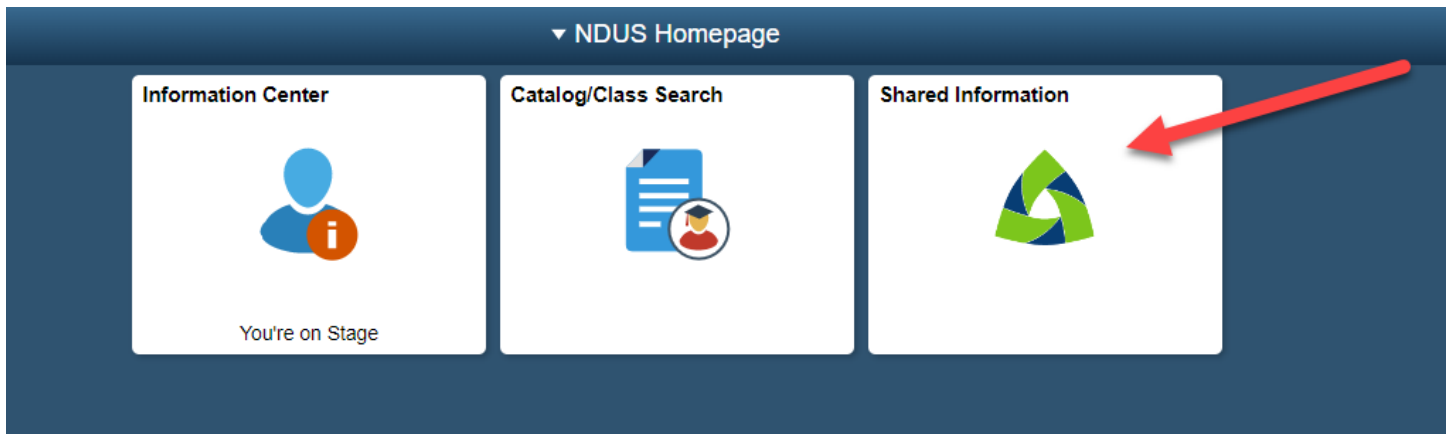
3. You will see a list of students who have delegated their access to you. Click which one you want to view.

Select Delegator

	Delegator Name	Select
1	Summer Days	Select

Need Assistance?

   Contact the NDUS Help Desk:

   1-866-457-6387

   NDUS.HelpDesk@ndus.edu (email)

   https://helpdesk.ndus.edu

4. From here you will see all the pages your student has delegated to you.

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