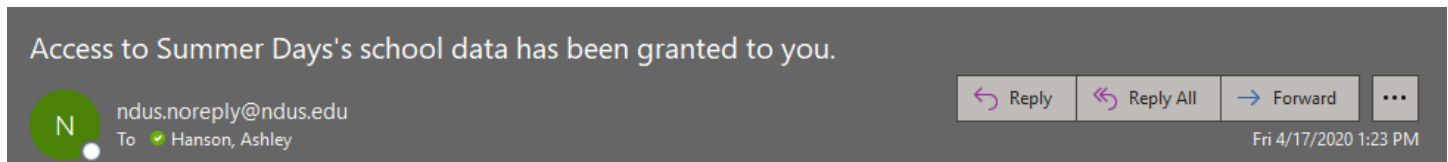


# Campus Solutions Delegated Access- Proxy

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.



Dear Ashley Hanson,

you have been granted access to Summer Days's Campus Connection data. You will be able to perform or view the following transactions on Summer's behalf:

- Financial Aid
- Pay Online
- Student Finance
- View Campus Contact Information
- View Classes
- View Course History
- View Grades
- View Tasks

### Instructions:

1. Click this [link](#) to access Campus Connection. You will be asked to sign in using your existing Proxy User ID to access our site. If you do not have one already you will be able to create one. **If you are an NDUS Employee, please create a new User ID with prxy. at the beginning.**
2. After signing in to our system, you will be required to accept or decline the "Terms and Conditions for accessing somebody else's data".
3. You will also be required to enter the following two pieces of information:
  - a) The **Security Key**: 3RjPM5i
  - b) The email address where we sent you this notification.

The above steps are only required when it is the first time you register to access Summer Days's data. If you have any questions or unsure why you are receiving this email please contact the NDUS Help Desk at 1-866-457-6387 or submit a message at <https://cts.ndus.edu/services/connectnd/>.

This is an auto generated email; please do not respond to this message.

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.

*Continued...*

Delegated Access Registration

User ID  Password

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**Create Account**

User

Password

Confirm Password

Email Address

First Name

Last Name

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.

- 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
- I decline the terms and conditions

Acceptance Date 04/17/2020

DA Security Key  Enter the Security Key included in the email notification you received

Contact Email  Enter the email address that the notification was sent to

**Your Personal Information**

First Name

Last Name

Gender

## View Student Data

1. Log In using our [Production Link](#).

UNIVERSITY SYSTEM

### Campus Solutions Log In

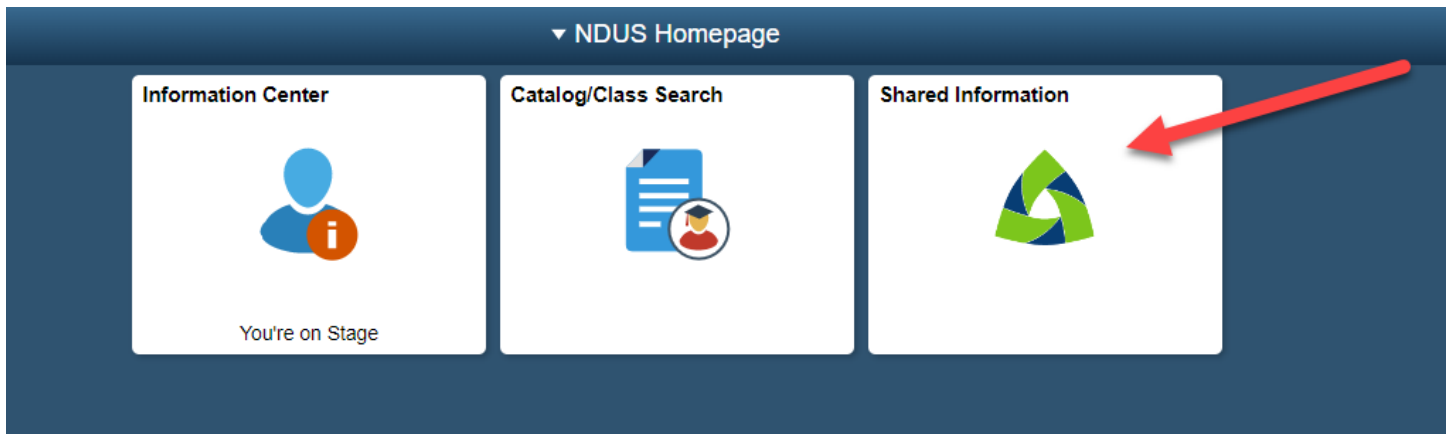
NDUS Campus Solutions requires authentication using your NDUS identifier.

**User ID**

**Password**

I agree to the terms of the [User Agreement](#)

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	<input type="button" value="Select"/>

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

