



## Share My Information

Share My Information is a feature in Campus Connect that provides students the ability to allow parents, guardians, employers or others access to view and discuss (if phone/ in-person passcode is granted) specific information on behalf of the student.

### How can students grant access to their Information?

Students can grant access through the Campus Connect “Share My Information” link.

Campus Connect > Student Center > Share My Information (green button in the upper right)

### Who can students share information with?

Any person they designate can access their specific information. Including but not limited to parents, guardians, relatives, employers, etc.

### What can students share access to?

Students can choose each item individually or allow access to all items. They may delegate or revoke access at any time as well. At this time, students are able to allow access to view the following information:

- **Class Schedule** - List of Courses, Times and Locations
- **Contact Information** - Addresses, Phone Numbers, Emails
- **Course History** - View Courses taken, Transfer Credit and Grades
- **Emergency Contacts** - Names and Numbers
- **Financial Aid** - Cost of Attendance, Award and Disbursement
- **Holds** - Information regarding Academic and Financial holds
- **To Do List** - Information regarding Academic and Financial to-dos

### What is the Grant Phone/ In-Person Passcode?

In addition to granting view access in Campus Connect, students can also allow a parent/guardian or others to discuss selected information with DePaul Central using a unique passcode. This passcode expires annually and is required for any in-person or phone conversation on the student’s behalf.

### What should parents/ guardians or others do if they have trouble logging in?

The parent/ guardian or other should contact the student. The student will be able to edit or delete the access, create new access as well as view the user ID and reset the password. In general, the parent/ guardian or other should contact the student for any questions or issues. DePaul Central can be contacted for account setup or troubleshooting questions. Visit the DePaul Central website for more information.

\*If you’re participating in Authorized Payer access for ePay/eBill, that is a separate process. Contact DePaul Central with any questions.