

DELEGATED ACCESS INSTRUCTIONS

1. EMAIL NOTIFICATION TO PROXY:

- Class Schedule
- Course History
- Emergency Contacts
- View Contact Information
- View Holds
- View To Do List

Instructions:

1. Click [here](#) to access the DePaul University shared information system. You will be asked to sign in using your existing User ID and password. If you do not have one already you will be able to Create one. Please be sure to write down your user id and password when you register your information.

2. After signing into our system, you will be required to accept or decline the "Terms and Conditions for accessing student information".

3. You will also be required to enter the following two pieces of information:

- a) The Security Key: HFrKYQP
- b) The email address where we sent you this notification.

The above steps are only required the first time you register to access Anthony Andrade's information.

For general questions contact DePaul Central at dpcl@depaul.edu.

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

The “**Proxy**” would then follow the instructions to **set up their account** and access the student’s information.

2. NEW USER SETUP:

User ID: Password:

Create Account

Your First Name:

Your Last Name:

Create a password:

Confirm your password:

Make a note of your User ID: **#VDEPAUL**

The “**Proxy**” sets up their account and is given a new **#User ID** and creates a **password**.

- Proxy – Terms and Conditions
- The “Proxy” must accept the Terms and Conditions,
- Enter Security Key and Email Address from the notification.

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 terms and conditions

☐ I decline terms and conditions

Security Key (Security Key was included inside the email notification you received)

Contact Email (Email address where email notification was sent to you)

SUBMIT

The “**Proxy**” must accept the **Terms and Conditions**,
enter **Security Key** and **Email Address** from the notification.

3. PROXY – CAMPUS CONNECT VIEW

Login into Campus Connect>Guest Access link

 **DEPAUL**

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Shared Information Center

 **View Address**
View Address information of your delegators.

 **View Email Addresses**
View Email Address information of your delegators.

 **View Phone**
View Phone information of your delegators.

 **Holds**
View Holds placed on your delegator's record for specific services. See how to resolve them.

 **To Do List**
View pending items listed in your delegator's record. See how to complete them.

 **Emergency Contact**
Update Emergency Contact information of your delegators.

 **Class Schedule**
View Enrollment for the Current Term

 **Course History**
View Course History