

Delegate Access in CalCentral and Campus Solutions

Students can give access to certain aspects of their account on CalCentral. Delegates can be parents, guardians, spouses, etc. Students can grant permissions to view enrollment information; enrollment information plus grades and/or financial information (e.g. pay bills, view financial aid). Delegate permissions can be changed at any time

CalCentral: Setting up Delegate Access:

Students can add delegate access in CalCentral, by going to **MyDashboard>Profile>Delegate Access**

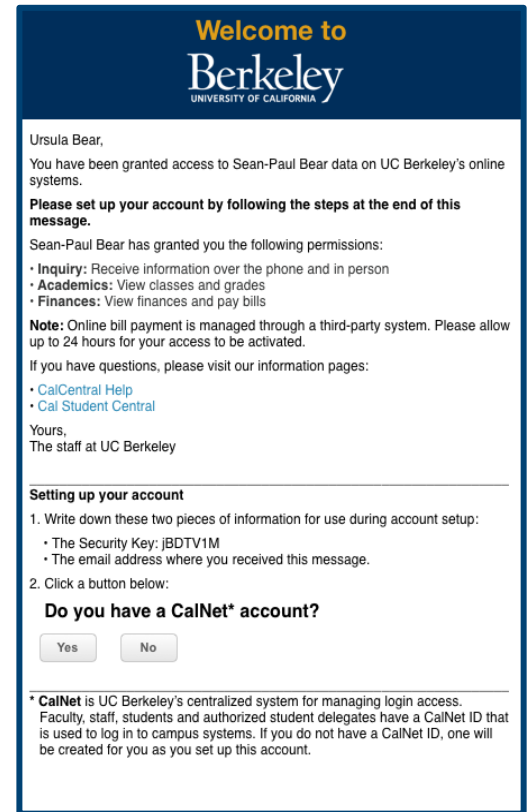
A student enters the delegate information and selects the permissions type(s) and enters a Code Phrase.

There are 3 types of permissions, which can be combined.

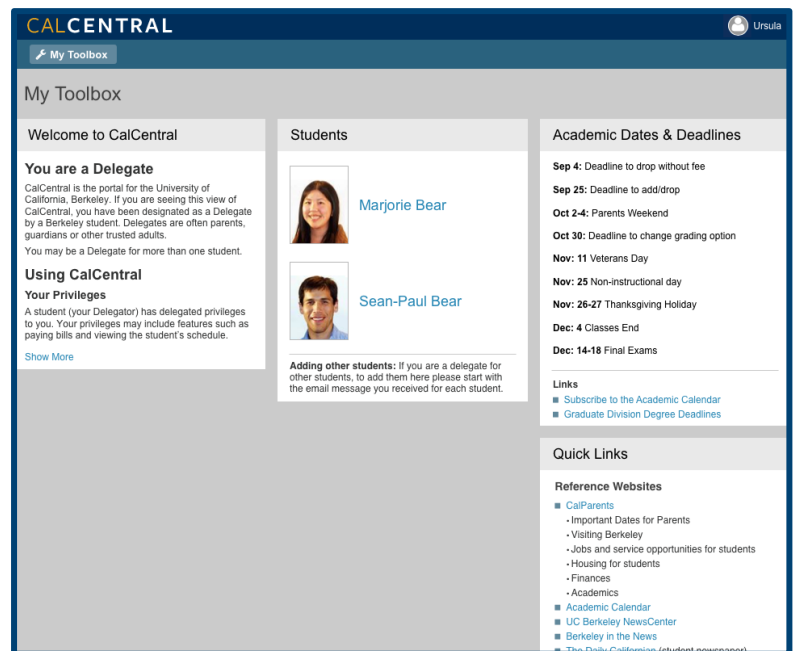
- **Finances: View and Pay.** This option allows a delegate to view the student's financial aid and scholarships, view bills, and pay bills online.
- **Academics: Class Enrollment Only.** A delegate is permitted to view current and past class enrollments online.
- **Academics: Enrollment and Grades.** A delegate can view class enrollments and grades online.

NOTE: It is the student's responsibility to tell the delegate the "code phrase". It will NOT be emailed to the delegate when they are informed of their access. If a delegate calls, emails or comes in person to an office to ask about a student's Finances/Financial Aid and/or Enrollment, they will have to provide that Code Phrase. The Code Phrase is not needed for web access.

Once a student has added a new delegate, that delegate will receive an email on how to set up a CalNet ID account or use their CalNet ID to view the student's information.



The home screen for a delegate shows what students have delegated access to them and what their privileges are.



Clicking on a student displays the information that is allowed.

NOTE: A student's photo, preferred name and profile information will never be displayed regardless of the level of access they have provided for the delegate.

CALCENTRAL My Academics My Finances My Campus

My Academics

Profile

SEAN-PAUL BEAR
College of Letters & Science
Statistics

General

Standing: Undergraduate
Units: 188.4

Level

Including AP: Senior
Not Including AP: Senior

ID Number

UID: 61889
Student ID: 11667051

Semesters

Spring 2016

Class	Title	Units
ENGIN 7	Introduction to Computer Programming for Scientists and Engineers	4.0
SOCIOL 198	Directed Group Study for Undergraduates	1.0

Fall 2015

Class	Title	Un.	Gr.
HISTORY 99B	AMERICAN HISTORY	4.0	-
HISTORY 7	***DROPPED RETRO	1.0	-
RHETOR R1A	CRAFT OF WRITING	4.0	-
ETH STD 136	IMMIGRANT WOMEN	4.0	-

You're currently viewing as SEAN-PAUL BEAR (12345), who first logged in on 03/05/15. [Stop Viewing As](#)

Campus Solutions: Viewing Delegate Access

If a student's delegate contacts an administrative office (via phone, email or in person), staff will need to look up a student in Campus Solutions to see who they have delegated, what kind of access was granted and to verify the delegate's "Code Phrase".

Path: Campus Community > Delegated Access > Review Shared Information

Staff will look up a student, and see who they have delegated, what kind of access was granted and verify the delegate's "Code Phrase".

Berkeley Menu Search Advanced Search

Review Shared Information - Summary

Contact Information

Contact Name	Contact Email Address	Relationship	Contact Status
Barbara	@asu.edu	Sister	Accepted

Shared Transactions

Shared Access	Start Date	Transaction Status
Finances: View and Pay	03/09/2016	Access Granted
Academics: Class Enrollment Only	03/08/2016	Access Granted

Code Phrase The

[Return to Search](#) [Previous in List](#) [Next in List](#)

Some Cal Student Central staff may have an Edit button at the top of the page that allows them to access another page that has a “Resend Email button” and the ability to update the delegate’s information and access.

Edits should only be made at the behest of the student if they are not able to do so in CalCentral.

Review Shared Information - Details

Proxy Details

*Contact Name: Barbara [redacted] Terms and Conditions Status: Accepted
 *Relationship: Sister Terms and Conditions Reviewed Date: 03/08/2016
 *Contact Email Address: Barbara.[redacted]@asu.edu Proxy User ID: 1120281
 *Code Phrase: The Sister

Resend Email Notification

Current Delegation Status

Transaction Name	Description	Start Date	Transaction Status	Last Updated By
<input checked="" type="checkbox"/> Academics: Class Enrollment Only	View current and past class enrollments (online)	03/08/2016	Access Granted	1120281
<input type="checkbox"/> Academics: Enrollment and Grades	View class enrollments and grades (online)			
<input checked="" type="checkbox"/> Finances: View and Pay	View financial aid and scholarships. Coming in July 2016: view my bills, pay my bills (online).	03/09/2016	Access Granted	1120281

Past Delegation Status
 No past delegations found

Clear All Select All

Save Cancel

Support:

For student assistance or questions, please contact Cal Student Central.

- Call **510-664-9181**
- In Person: **120 Sproul**

Submit a ticket: <http://studentcentral.berkeley.edu/open-case>

For delegate questions or assistance, please contact Campus Shared Services IT.:

- Call **510-664-9000** (press **option 1**, then **option 2** to reach SIS support)
- Email: **itcsshelp@berkeley.edu**

Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it