

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.

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🖀 My Dashboard	My Academics	\$ My Finances	🖿 My Campus		
		Profile			
Basic Information					
Contact Information		Delega	ate Access		
Emergency Contact		About D	elegates:		
Demographic Informat		viewing a	s are individuals who can act on a student's beha academic information, etc. They are often parents . Students choose which privileges to delegate, a	s or guardians of	
		those priv	vileges at any time. ed a new delegate or change the privileges of an	-	
Delegate Access		the Mana	age link below.	-	
Information Disclosure		Free/b	ormation: usy: To give a delegate a free/busy view of your	bCal calendar,	
		follow t Confider	he bCal instructions. ntiality:		
Languages			e delegate cannot view information about any oth	her delegate.	
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Alerts & Notificatio		Delegates	•	Manage	
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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 <u>not</u> 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.



Ursula Bear.

You have been granted access to Sean-Paul Bear data on UC Berkeley's online systems.

Please set up your account by following the steps at the end of this message.

Sean-Paul Bear has granted you the following permissions:

Inquiry: Receive information over the phone and in person
Academics: View classes and grades

• Finances: View finances and pay bills

Note: Online bill payment is managed through a third-party system. Please allow up to 24 hours for your access to be activated.

If you have questions, please visit our information pages:

CalCentral Help
Cal Student Central

Yours, The staff at UC Berkeley

Setting up your account

1. Write down these two pieces of information for use during account setup: • The Security Key: iBDTV1M

The Security Key: jBDTV1M
The email address where you received this message.
Click a button below:

Do you have a CalNet* account?

Yes No

CalNet is UC Berkeley's centralized system for managing login access. Faculty, staff, students and authorized student delegates have a CalNet ID that is used to log in to campus systems. If you do not have a CalNet ID, one will be created for you as you set up this account.

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

CALCENTRAL 🕑 Ursula 🖋 My Toolbox My Toolbox Welcome to CalCentral Students Academic Dates & Deadlines You are a Delegate Sep 4: Deadline to drop without fee CalCentral is the portal for the University of Callformia, Berkeley. If you are seeing this view of CalCentral, you have been designated as a Delegate by a Berkeley student. Delegates are often parents, guardians or other trusted adults. You may be a Delegate for more than one student. Sep 25: Deadline to add/drop Mariorie Bear Oct 2-4: Parents Weekend Oct 30: Deadline to change grading option Nov: 11 Veterans Day Using CalCentral Nov: 25 Non-instructional day Your Privileges Sean-Paul Bear Nov: 26-27 Thanksgiving Holiday A student (your Delegator) has delegated privileges to you. Your privileges may include features such as paying bills and viewing the student's schedule. Dec: 4 Classes End Dec: 14-18 Final Exams how More Adding other students: If you are a delegate for other students, to add them here please start with the email message you received for each student. Links Subscribe to the Academic Calendar Graduate Division Degree Deadlines Quick Links Reference Websites CalParents Important Dates for Parents Visiting Berkelev Jobs and service opportunities for students Housing for students Finances rinances Academics Academic Calendar UC Berkeley NewsCenter Berkeley in the News



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.

My Acad	lemics						
Profile		Semesters					
0	SEAN-PAUL BEAR College of Letters & Science Statistics	Spring 2016 Class ENGIN 7 SOCIOL 198	Title Introduction to Computer Programming for Scientists and Engineers Directed Group Study for	Units 4.0 1.0			
General	Standing Undergraduate Units 188.4	Fall 2015 Class	Undergraduates	Un. Gr.			
Level	Including AP Senior Not Including AP Senior	HISTORY 99B HISTORY 7 RHETOR R1A ETH STD 136	AMERICAN HISTORY ***DROPPED RETRO CRAFT OF WRITING IMMIGRANT WOMEN	4.0 - 1.0 4.0 - 4.0 -			
ID Number	UID 61889 Student ID 11667051						

Campus Solutions: Viewing Delegate Access

If a student's delegate contacts an adminstrative 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".





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 Info	orma	ation - Details					
Catherington		2007	···· · · · · · · · · · · · · · · · · ·	,			
Proxy Details							
*Contact Name:	Barb	ara	Terms and Conditions	Status:	Accepted		
*Relationship:	Siste	er 🔽	Terms and Conditions	Reviewed Da	ate: 03/08/2016		
*Contact Email Address:	Barb	ara. @asu.edu	Proxy User ID:		1120281		Resend Email Notification
			Proxy Emplid:				
*Code Phrase	The	Sister					
Current Delegation Statu							
Transaction Name		Description		Start Date	Transaction Status	Last Updated By	
Academics: Class Enrolli Only	ment	View current and past class enrollments	(online)	03/08/2016	Access Granted	1120281	
Academics: Enrollment a Grades	and	View class enrollments and grades (onlin	ne)				
Finances: View and Pay		View financial aid and scholarships. Con bills, pay my bills (online).	ning in July 2016: view my	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.

- ٠ Call 510-664-9181
- ٠ 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 ٠

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