Delegate Access

Student Authorization

Delegate Set-up

How It Works
Student Authorization
Student Profile: Delegate Access

CALCENTRAL

Profile
Basic Information
Contact Information
Emergency Contact
Demographic Information
Privacy & Permissions
Delegate Access
Information Disclosure
Title IV Release
Credentials
Work Experience
Alerts & Notifications
bConnected

Profile
Delegate Access
Manage Delegates
Delegates are individuals who can act on a student's behalf by paying bills, viewing academic information, etc. They are often parents or guardians of students. Students choose which privileges to delegate, and can change those privileges at any time.

Create or manage delegates

Other information:
Free/busy: To give a delegate a free/busy view of your bCal calendar, follow the bCal instructions.
Profile and bConnected content: Delegates can view neither profile information nor bConnected content: mail, calendar, etc.
Advisors: Advisors can view all financial and academic information shown in CalCentral but cannot see Profile or bConnected content.

calcentral.berkeley.edu
Share My Information - Getting Started

Share My Information - Summary

Below is the list of contacts you delegated access to your own data. To edit the information for a contact, click the Edit button. To delegate access to a new contact, click the Delegate Access to a New Contact button.

No current delegated access found.

Delegate Access To A New Contact
In compliance with the Federal Family Education Rights and Privacy (FERPA), the university is prohibited from providing certain information from your student records to a third party. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

I understand that, by clicking the "I accept" button below, I am giving written consent for University representatives to disclose student information specified by me herein to the individual(s) identified as a contact name for the purpose of facilitating the administration of the specified information. I am entitled to change, amend or rescind this authorization at any time.
Enter Information for Delegate
Adding a Delegate

Create a Code Phrase
Will be used by the Delegate when speaking with a staff member; helps to validate they are the Delegate

Select Access Options
**Academic**: Enrollments (grades Y/N)
**Finances**: Financial Aid and Bill Paying
An email notification will be sent to Delegate Name.

The next step is to inform your delegate about new or changed permissions via email. CalCentral is not able to inform you if the message bounces. Click Ok to continue, or click Cancel to edit delegate details. It may take up to 24 hours for a delegate to receive the message.

Delegates will not be able to pay a bill online until one day after the delegate first creates their CalNet account.

Changing Delegate Permissions
You can change your delegate's permissions and other information at any time.
1. On CalCentral's Profile page, click Manage on the Delegate Access card.
   The Share My Information - Summary page appears.
2. Click the Edit button for that delegate.
   The Share My Information - Details page appears.
3. Select or deselect any permissions or update other information.
4. Click Save.

[OK] [Cancel]
Confirmation

Student authorization is done!

Now the Delegate needs to take action **within 3 days**!

Start by viewing the email from CalCentral.

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It’s been 3 days and my Delegate didn’t do their set-up!

No problem. Go back to the beginning. Delete the original delegation request and re-create a new one. Alert your Delegate that a new email from CalCentral is on the way.
Delegate Setup
Delegate Name,

Student Name is authorizing UC Berkeley to grant you access to student record information.

Please set up your delegate account by following the steps at the end of this message. Once your account is activated, you may obtain information through the online systems, over the phone or in-person.

Notes:

- Your security key will expire in **three days** after this message was sent. If it has expired, ask your student to click the Resend Email button on their Share My Information page. A new email message will be sent to you with a new security key.
- Please allow up to **24 hours** for activation of delegate access to the online bill payment system.

If you have questions, please visit our information pages:

- [CalCentral Help](#)
- [Cal Student Central](#)

Yours,
The staff at UC Berkeley

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**Setting up your account**

To set up your account, you'll first need to have a CalNet ID.

1. Write down these two pieces of information for use during account setup:
   - Your Security Key: ...
   - Your email address: bc@berkeley.edu

2. If someone such as a student or staff member is currently signed into CalCentral on your computer, have them **sign out now**.

3. Create a CalNet ID (if you do not already have one):
   ![CalNet ID link]

4. Link Your Account to activate your access:

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**Do next step within 3 days!**

**Billing access takes another day**

**email: Delegate Instructions**

**Copy your Security Key and note your email address during the set-up process. They are case sensitive.**
Welcome Delegate Name

Please fill in the required fields below to create your CalNet ID. After it is created, you will be able to use your CalNet ID and passphrase to log into UC Berkeley’s applications.

Create your CalNetID (we will verify it as you type) *

Create your CalNet passphrase (we will verify it as you type) *

Enter your passphrase again *

I agree to the CalNet User Terms of Service

Create a Delegate Login ID to use for accessing CalCentral
Next Step: Link Delegate ID to Student Record

Enter your new CalNET login that you just created.

Remember your CalNET ID and Passphrase for future CalCentral access.
Linking Delegate ID to Student Record

FINAL step:

Paste your **Security Key** and enter your email address *exactly* as it is entered from the instruction email that you received.
SUCCESS!
You are now logged on to CalCentral!
Delegate Experience - How It Works
Always start at: CalCentral.berkeley.edu
Welcome to CalCentral

You are a Delegate
CalCentral is the portal for the University of California, 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.

Using CalCentral
Your Privileges
A student (your Delegator) has delegated privileges to you. Your privileges may include features such as paying bills and viewing the student’s schedule.

Adding other students: Are you a delegate for other students but don’t see them listed above? To add them, please follow the instructions in the email you received for each of them.

Students

Delegate Home Screen

Select on Student Name to view their record
### Academic Status as of Spring 2016

**Oski Bear**

<table>
<thead>
<tr>
<th>Academic Career</th>
<th>Level</th>
<th>Cumulative Units</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Semesters

#### Fall 2016

<table>
<thead>
<tr>
<th>Class</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEC ENG CBS 95</td>
<td>Introduction to Solid Mechanics</td>
<td>3.0</td>
</tr>
<tr>
<td>MUSIC 160</td>
<td>Seminar in Ethnomusicology: Selected Topics</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCIOL 3AC</td>
<td>Principles of Sociology: American Cultures</td>
<td>4.0</td>
</tr>
</tbody>
</table>

#### Summer 2016

<table>
<thead>
<tr>
<th>Class</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRENCH 4</td>
<td>Advanced Intermediate French</td>
<td>5.0</td>
</tr>
<tr>
<td>JOURN 111</td>
<td>Social Media and Journalism</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Spring 2016

<table>
<thead>
<tr>
<th>Class</th>
<th>Title</th>
<th>Gr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC WEL 197</td>
<td>Field Studies in Social Welfare</td>
<td>1.0</td>
</tr>
</tbody>
</table>

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**Tele-BEARS for Summer 2016**

More information about enrollment in summer classes may be found on Tele-BEARS.

⚠️ We are in the middle of a large systems migration. If you are a newly admitted fall undergraduate or graduate student wanting to enroll in a summer class, you will require a temporary summer ID and password. Please go to the Navigating UC Berkeley's Student Systems, Summer 16 page.
View Financial Info

Billing Summary
- Amount Due Now: $1,755.00
- Account Balance: $755.00

Financial Aid and Scholarships 2016-17
- Estimated Cost of Attendance: $1,508
- Gift Aid (MONEY YOU DON'T REPAY): $1,200
- Net Cost: $1,308

Funding Offered
- Gift Aid: $1,200
- Grants and Scholarships: $1,200
- Other Funding: $250
- Loans: $250

Oski Bear
TEST DATA
View Financial Details - Make a Payment

- Pay online / See statement
- See charges, due dates, payments
**View Billing Details - Account Activity**

### Billing Summary FALL 2016

<table>
<thead>
<tr>
<th>Amount Due Now</th>
<th>$300.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Balance</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

### Activity

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Type</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/17/16</td>
<td>Premium Meal Plan - Foothill</td>
<td>$300.00</td>
<td>Charge</td>
<td>09/19/16</td>
</tr>
</tbody>
</table>

Select what you want to see

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**Oski Bear**

TEST DATA
### My Finances » Details (Fall 2016)

#### Billing Summary
- **Amount Due Now**: $300.00
- **Account Balance**: $300.00

- Make Payment for Fall 2016: View transactions prior to Fall 2016.

#### Activity
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Type</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/17/16</td>
<td>Premium Meal Plan - Foottown</td>
<td>$300.00</td>
<td>Charge</td>
<td>08/19/16</td>
</tr>
</tbody>
</table>

- Due now
- Overdue
- Due in the future

Select to expand details.
What You Need to Know

➤ Delegates do not have access to:

Activate the Tuition and Fee Payment Plan. This is an agreement between the university and the account holder (i.e., the student).

Authorize Electronic Funds Transfer (EFT). Any refunds or overpayments on the account are disbursed to the account holder (i.e., the student).

Upload financial aid documentation such as the Parent Contribution Form. The student may submit this form via CalCentral or the delegate may fax, mail or drop-off the form.

➤ After linking the Delegate log-on to the student record, it takes up to 24-hours for the Delegate log-on to be active in the Online Payment and Statement system.
Resources

Questions

Billing, Financial Aid & Student Records

Cal Student Central
Phone
(510) 664-9181
M-F: 9 am -12 noon, 1 pm - 4 pm

In Person
120 Sproul Hall
M-F: 9am - 4pm

Open a Case Online
Studentcentral.berkeley.edu

Technical Help

CalCentral Website
calcentral.berkeley.edu

Technical Help Email
sishelp@berkeley.edu