Navigating Resources

In Person & Phone Support
120 Sproul Hall
(510) 664-9181
9am to 4pm, Mon thru Fri

Online Portal
Calcentral.berkeley.edu
CalNET login required
Today’s Presentation

Delegate Access
- Student Setup
- Delegate Setup

Delegate Experience

Billing
What you Need to Know

Resources
CalCentral
Your campus info...anywhere!

Sign In
Learn More

CalCentral.Berkeley.edu
Student Setup
Profile: Delegate Access

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.
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
Share My Information - Terms and Conditions

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.
Delegate Form

Share My Information - Details

The "Code Phrase" is a special phrase you need to share with your delegate. Your delegate will be prompted for the code phrase when contacting UC Berkeley administrative offices. If the phrase given matches what you generated, your delegate will be authorized to receive your information over the phone or in person.

If your existing delegate loses the confirmation email message, or you want to resend the confirmation message, there is no need to enter the information again. Instead, click the Edit button for that delegate and then click the Resend Email Notification button.

Any information that can be viewed online can also be requested by phone or in person.

*Contact Name:  
*Relationship:  
*Contact Email:  
Address:  
*Confirm Email:  
Address:  
Contact Status:  Unknown  
*Code Phrase:  

<table>
<thead>
<tr>
<th>Transaction Name</th>
<th>Description</th>
<th>Start Date</th>
<th>Transaction Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics: Class</td>
<td>View current and past class enrollments (online)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment Only</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academics: Enrollment</td>
<td>View class enrollments and grades (online)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and Grades</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finances: View and</td>
<td>View financial aid and scholarships. Coming in July 2016. view</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay</td>
<td>my bills, pay my bills (online).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Adding a Delegate

**Options**
- **Academic**: Enrollments (grades Y/N)
- **Finances**: Financial Aid and Bill Paying

<table>
<thead>
<tr>
<th>Transaction Name</th>
<th>Description</th>
<th>Start Date</th>
<th>Transaction Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academics: Class Enrollment Only</strong></td>
<td>View current and past class enrollments (online)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Academics: Enrollment and Grades</strong></td>
<td>View class enrollments and grades (online)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Finances: View and Pay</strong></td>
<td>View financial aid and scholarships. Coming in July 2016: view my bills, pay my bills (online).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
An email notification will be sent to Bernadette Geuy. (14025,76)

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.

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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.
Save Confirmation

The Save was successful.
Delegate Setup
Bernadette Gouy,

Bre...S 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: 3p...@gmail.com
   - Your email address: bre...@gmail.com

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):
   
   https://bpr-t1.calnet.berkeley.edu/account-manager/delegate/createCalnetIdRedirect?claimToken=Um0HCIImn

4. Link Your Account to activate your access:
Welcome Bernadette Geuy,

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

Activate Account
Welcome Bernadette Geuy,

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) *

[Input field]

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

[Input field]

Enter your passphrase again. *

[Input field]

I Agree to the CalNet User Terms of Service

[Checkbox]

Activate Account

CalNET Setup

Create a Login to use for accessing CalCentral
Enter your new CalNET login that you just created.

Save your ID and Passphrase for future CalCentral access.
Connecting you to your Student
Connecting you to your Student

FINAL step:

Enter your Security Key and email address from your Delegate email.
SUCCESS!
You are now logged on to CalCentral and your Student(s) can be “clicked on” from here
This will be your home page everytime you log on to calcentral.berkeley.edu
Delegate Experience
Your CalCentral home screen as a Delegate

To view your Student(s) click on their name
### My Academics

#### Profile

You are not officially registered for the Summer 2016 term.

**Academic status as of Spring 2016**

Oski Bear

#### Majors

- College of Letters & Science
- American Studies
- Astronomy
- Statistics

#### Academic Career

- Undergraduate Level
  - Unit Cumulative
  - Units
  - GPA

#### Semesters

##### Fall 2016

<table>
<thead>
<tr>
<th>Class</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEC ENG C85</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>JURN 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>Un.</th>
<th>Gr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC WEL 197</td>
<td>Field Studies in Social Welfare</td>
<td>1.0</td>
<td>--</td>
</tr>
</tbody>
</table>

#### Class Enrollment SUMMER 2016

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.

#### Class Enrollment FALL 2016

1. Multi-year Planner
2. Schedule of Classes Prior to Apr 17
3. Schedule Planner Mar 28
Billing Summary

- Amount Due Now: $52,755.00
- Account Balance: $52,755.00

Financial Aid and Scholarships 2016-17

- Aid Year: 2016-2017
- Semesters: Fall and Spring
- Estimated Cost of Attendance: $59,508
- Gift Aid (MONEY YOU DON'T REPAY): $1,200
- Net Cost: $58,308
- Funding Offered: $1,450
  - Gift Aid: $1,200
  - Grants and Scholarships: $1,200
  - Other Funding: $250
  - Loans: $250

Financial Resources

- Billing & Payments
  - Billing Services
  - e-bills
  - How does my SHIP Waiver affect my billing?
  - Payment Options
  - Registration Fees
  - Tax 1098-T Form

- Financial Assistance
  - Berkeley International Office
  - Cost of Attendance
  - Dream Act Application
  - FAFSA
  - Federal Student Loans
  - Financial Aid & Scholarships Office
  - Financial Literacy
  - Graduate Financial Support
  - Loan Repayment Calculator
  - MyFinAid (aid prior to Fall 2016)
  - National Student Loan Database System
  - Student Advocates Office
  - Work-Study
Billing
### Billing Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Amount Due Now</td>
<td>$52,755.00</td>
</tr>
<tr>
<td>Includes Past Due Amount of</td>
<td></td>
</tr>
<tr>
<td>$52,755.00</td>
<td></td>
</tr>
<tr>
<td>Account Balance</td>
<td>$52,755.00</td>
</tr>
<tr>
<td>Includes charges not yet</td>
<td></td>
</tr>
<tr>
<td>due</td>
<td></td>
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</table>

### Financial Aid and Scholarships 2016-17

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Aid Year:</td>
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### Financial Resources

#### Billing & Payments
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- e-bills
- How does my SHIP Waiver affect my billing?
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- Tax 1098-T Form

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- MyFinAid (aid prior to Fall 2016)
- National Student Loan Database System
- Student Advocates Office
- Work-Study
Reviewing your Charges
Payment Options:

Financial aid awards, loans, scholarships, fee remission, etc.
Emergency Loan

Online Payment Options:
- Credit Cards – 2.75% fee
- e-Check – no fee
- Foreign Currency Wire Transfer

Paper check by mail or drop-box:
- Be sure to include SID#
- Make payable to UC Regents

(http://studentbilling.berkeley.edu/carsPaymentOptions.htm)
Select the payment method

- Enter credit card information. A 2.75% non-refundable convenience fee will be charged.
- Enter bank account and routing number to debit a checking or savings.
- Pay with foreign currency through Western Union wire transfer. [What is this?]

[Continue Checkout]
Credit card payment screen

Enter your credit card information and click 'Continue Checkout'.

- Credit Card Number
- Expiration Month: [Select Month]
- Expiration Year: [Select Year]
- Cardholder Name
- Address
- City
- State/Province/Region
- Zip/Postal Code
- Country: United States
- Email Address: noreply@berkeley.edu

Optional: Please provide a name for this payment method to be saved for future use.

You will be able to review this transaction before it is final.
What you need to know
What you need to know for fall 2016

Late July:
● Students will use CalCentral > My Finances for
  ○ Billing transactions
  ○ Online payments
● Tuition and fees will be assessed to students enrolled 1 or more classes
● Students may sign-up for:
  ○ Electronic Funds Transfer (EFT)
  ○ Tuition and Fee Payment Plan (FPP)
● Students may grant Delegated Access
● Student Health Insurance waivers are due July 15, but will be accepted until August 15 with a late fee
  ○ uhs.berkeley.edu/insurance/waiving-ship/ship-waiver-faqs
In August:

- Payment of tuition and fees is due **August 19th**.
- Instruction begins on **August 24th**.
- A monthly statement will be accessible via **CalCentral > My Finances**
  - Students and delegates will be sent a **notification email** when the monthly statement is available
- Financial Aid and Scholarships **disbursements** to the student’s billing account begins 10 days before the first day of instruction
- Aid will pay eligible charges on the student account
- Remaining eligible credits will be refunded to the student
  - **Students on EFT** will receive **refunds** directly in their bank account
  - **Students not on EFT** will be notified via email to pick-up their **paper check** at Cal Student Central
Taking a Summer class?

2 x bills in CalCentral
Pay **separately**
do not combine!
Resources
Navigating Resources

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CalNET login required
Navigating Resources

Technical Help:
CalCentral
SISHelp@berkeley.edu

Questions and Support:
Cal Student Central
studentcentral.berkeley.edu
How-to Information

Berkeley Student Information Systems

sis.berkeley.edu/students

UC Berkeley's Student Information Systems (SIS) project will consolidate all crucial student information on admissions, enrollment, financial aid, billing and payment, advising, records, and more. When the SIS project is completed in the fall of 2016, you will access all of your key student information through a single point of entry: CalCentral.

Read about how the changes will impact you and actions you should take. Navigate through the webpages on the left menu bar for more information.

Important Fall 2016 Enrollment Information

Please visit the SIS Students Enrollment Information site to review important information about enrolling for fall semester 2016 classes through CalCentral, including:

- Longer Appointment Windows
- Enrollment Time Conflict process
- Maximum Unit Caps
- Course Level Restriction enforcement
- Final Exam Schedule posting timing

Questions and Support

We understand how important it is to have a good system for enrolling in the best classes available to you, and we appreciate that you need to learn a new way to plan your schedule and to enroll in classes. As you dive deeper into fall
New Admit Information

Berkeley Student Information Systems

Newly Admitted Students

Welcome to UC Berkeley!

This year, Berkeley launched a new system, where you will access all of your student information about admissions, financial aid, advising, enrollment, billing and payment, records, and more -- all in one place: CalCentral®.

Getting Started

WATCH the New Students Guide to Getting Started in CalCentral® for step-by-step instructions on how to:

- View your financial aid and scholarship package offer
- Submit your Statement of Intent to Register (SIR)
- Read Onboarding Messages and Checklists
- Setup your Student CalNet Login and bConnected UC Berkeley email account

Fall 2016 Class Enrollment

Enrollment Dates - New Undergraduate Students

- May 31: Enrollment cards available in CalCentral for freshmen*
- June 2: Enrollment begins for freshmen* students
- June 3: CalSO begins

sis.berkeley.edu/students/enrollment/newly-admitted-students
Questions:

Billing, Financial Aid and Student Records
Cal Student Central
(510) 664-9181
9 am -12 noon, 1 pm - 4 pm

In Person
120 Sproul Hall
9am - 4pm

Open a Case Online
(24-48 hr response time)
Studentcentral.berkeley.edu

Technical Help

CalCentral Website
calcentral.berkeley.edu

Help
sishelp@berkeley.edu

How-to Resources
SIS.berkeley.edu/students