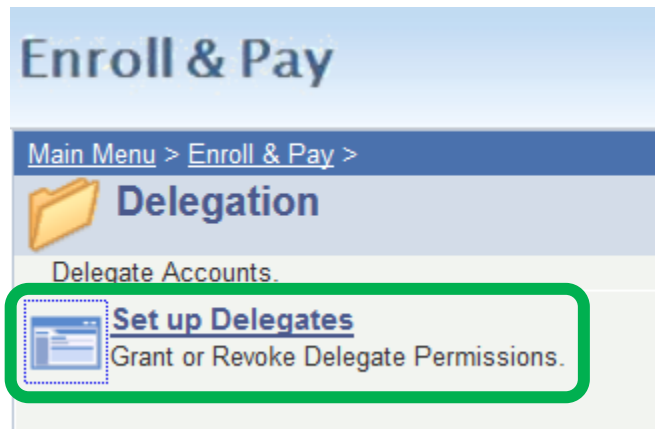
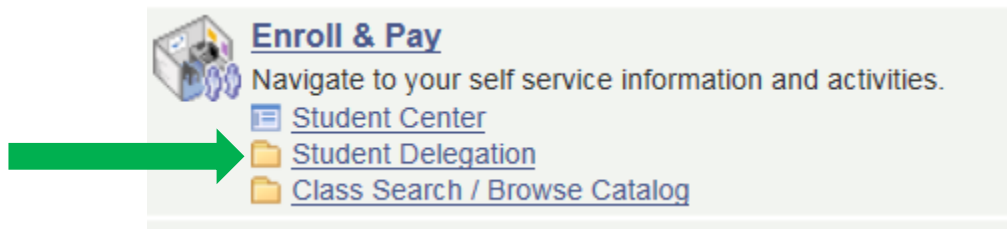


Students are able to delegate access to view specific pages on their Enroll & Pay account, including making payments on behalf of the student. This access can be granted and revoked, as needed.

Adding a Delegate

1. Log on to Enroll and Pay (<https://sa.ku.edu>). Currently, the Delegate Access process is not available in mobile environments.
2. Click on the **Delegation** folder in the Main Menu followed by the **Set Up Delegates** link.



- Click on the "Create New Delegate" link.

Hawk, Jay
KU Delegate Access

Instructions

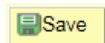
Delegate Access is designed to allow third-parties to view specific information in your Enroll & Pay account.

- Select the Create New Delegate link.
- Accept the Privacy Statement.
- Complete the Contact Information for your delegate and choose the relationship to the delegate from the pull down menu and click next.
- Select which access you would like to grant by checking the corresponding box and click next.
 - Class Schedule Only - access to current class schedule [view only]
 - Financial Aid - access to Financial Aid award information [view only]
 - Grades and Course History - access to grades and course information [view only]
 - Student Financials - access to view and pay for student bills
 - Student Financials 1098T - access to 1098T [view only]
- Click on the Send Email button. An email will be sent to your delegate with their system generated password information.

You may add other delegates, as necessary. Delegate information can be edited by clicking on the individual delegate in the list below. You can uncheck the active box next to a delegate to deactivate their account at any time.

Delegates

Create New Delegate



- Please read and accept the privacy statement in order to add a delegate.

Please Confirm the Privacy Statement

Need to Accept To Add Delegate

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, your parents, sponsor, etc.) without your written permission. By creating a delegate user, you are giving written consent for that individual to view your account information. This includes your schedule, grades, financial aid, tuition, fees, charges applied to your account and/or the ability to make payments on your behalf. Delegates may access your information through online access or by contacting Student Account Services, the Office of the University Registrar or Financial Aid and Scholarships in writing or by telephone. Delegate access is limited to the options you select and your choices can be adjusted at your discretion. Delegate accounts are the only method that should be used to provide access to your account. Do not share your KU Online ID and password.

I accept the terms as outlined in this document.

Privacy Statement Accepted

OK

Cancel

Privacy Statement Accepted

OK
Cancel

- Complete the Contact Information and click **Next**:

KU Delegate: Contact Information

Instructions

Provide the contact name and email address. This information will be used for Single Signon and correspondence.

Contact Information

Email

Legal First Name

Legal Last Name

Contact Details

Relationship

- Choose which access should be granted to your delegate by clicking on the appropriate access box and click **Next**.

KU Delegate: Access

Delegate Details

Father Jayhawk
father.jayhawk@email.com

Select Delegate Access

Description	Access
Class Schedule Only	<input checked="" type="checkbox"/>
Financial Aid	<input checked="" type="checkbox"/>
Grades and Course History	<input checked="" type="checkbox"/>
Student Financials	<input checked="" type="checkbox"/>
Student Financials 1098T	<input checked="" type="checkbox"/>

Note: Students who delegate access to their Student Financials 1098T must first grant consent for online receipt by going to [Enroll & Pay/Campus Finances/View 1098-T](#).

- In order to complete the Delegate process, please click on **Send Email**. An email will be sent to your delegate with their system generated logon information. If a delegate email has been used previously, the password will show as "Previously Defined." The delegate may opt to reset their password upon login.

Email

Send To
father.jayhawk@email.com

Proposed Email Text

Hello Father Jayhawk

I have granted you access to view my KU academic information. Please log in to the following website:

delegate.ku.edu

Login ID: father.jayhawk@email.com

Password: <Previously Defined>

Yours,
Nguyen, Melissa L

- To add a new delegate, click on the **Create New Delegate** link. Each delegate must be identified individually.

Delegates				
Father Jayhawk	Email	Relationship	Active	
Father Jayhawk	father.jayhawk@email.com	Parent	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
Mother Jayhawk	mother.jayhawk@email.com	Parent	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
Sister Jayhawk	sister.jayhawk@google.com	Sibling	<input checked="" type="checkbox"/>	<input type="button" value="-"/>

[Create New Delegate](#)

Changing a Delegate's Access

Changes to a delegate's access can be made at any time, whether that is to the different pieces of access or to the entire system. To adjust access, click on the delegate's name and select or deselect the granted access and click on **Save and Close**.

KU Delegate: Access

Delegate Details

Sister Jayhawk [Change](#)

sister.jayhawk@google.com

Select Delegate Access

Description	Access
Financial Aid	<input type="checkbox"/>
Student Financials	<input checked="" type="checkbox"/>
Student Financials 1098T	<input type="checkbox"/>
Grades and Course History	<input type="checkbox"/>
Class Schedule Only	<input checked="" type="checkbox"/>

Actions

[Notify](#)
[Deactivate](#)

[Cancel](#)
[Save And Close](#)

You can revoke access by clicking onto the delegate's name and selecting the **Deactivate** button.

KU Delegate: Access

Delegate Details

Sister Jayhawk [Change](#)

sister.jayhawk@google.com

Select Delegate Access

Description	Access
Financial Aid	<input type="checkbox"/>
Student Financials	<input type="checkbox"/>
Student Financials 1098T	<input type="checkbox"/>
Grades and Course History	<input type="checkbox"/>
Class Schedule Only	<input checked="" type="checkbox"/>

Actions

[Notify](#)
[Deactivate](#)

[Cancel](#)
[Save And Close](#)

You can reactivate a delegate's access at any time by selecting **Activate**.

KU Delegate: Access

Delegate Details	
Sister Jayhawk sister.jayhawk@google.com	<input type="button" value="Change"/>

Select Delegate Access	
Description	Access
Financial Aid	<input type="checkbox"/>
Student Financials	<input type="checkbox"/>
Student Financials 1098T	<input type="checkbox"/>
Grades and Course History	<input type="checkbox"/>
Class Schedule Only	<input checked="" type="checkbox"/>

Actions	
<input type="button" value="Notify"/>	<input type="button" value="Activate"/>

<input type="button" value="Cancel"/>	<input type="button" value="Save And Close"/>
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