

# Georgian Court University

## Self Service: Shared Access

### Student User Guide

#### Inviting Relatives to Access Your Information

You can invite up to 3 relatives categorized as your Parent, Guardian, or Spouse to access your information. For example, you can invite your parent to view your account balance.

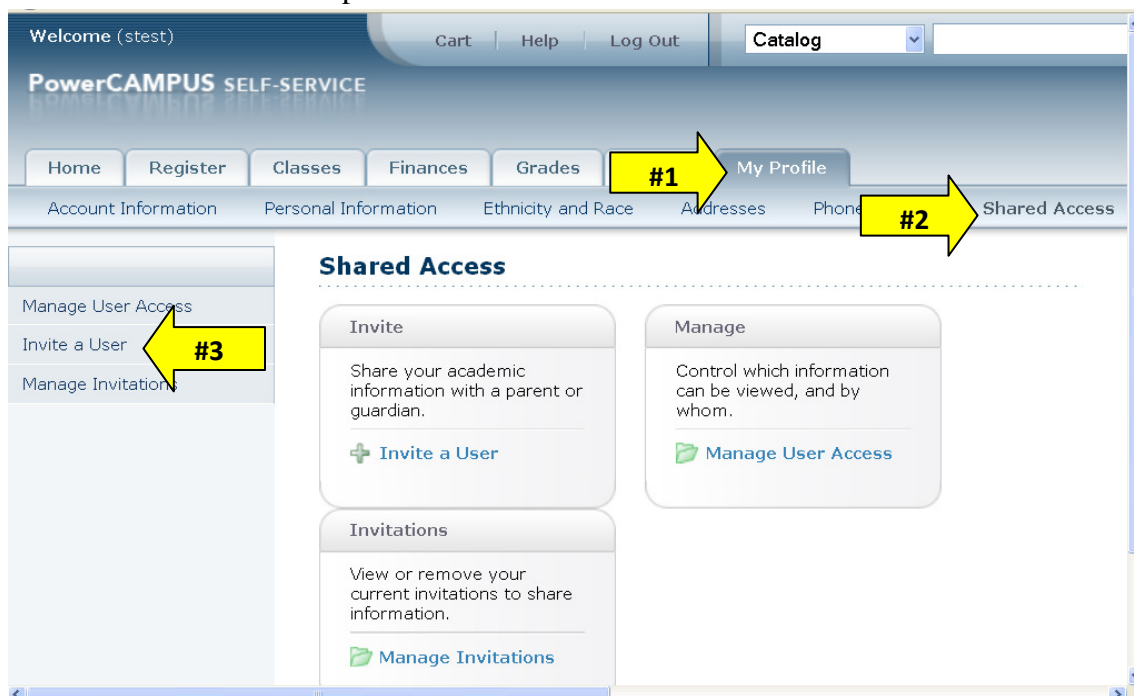
#### Self-Service Website:

<https://selfservice.georgian.edu/SelfService/Home.aspx>

#### Sending an Invitation

If you want to allow one of your relatives to access your information, follow these steps to send them an invitation.

1. Select the **My Profile** tab
2. Select the **Shared Access** menu Item
3. Select the **Invite a User** option



4. If you have already listed a relative, that person will be listed in the drop down as a relative.

**If you have not specified a relative as part of your contact information, the person will not be listed and you will need to submit the Add Relative Form to the Office of the Registrar. This form is located under downloadable forms: <http://www.georgian.edu/registrar/frmtools.htm>.**

5. An **email address is required** in order to send an invitation to a relative. If your relative has a preferred address on file, it will be displayed automatically. If no e-mail address appears, enter your relative's preferred email address.

6. Once the relative is listed, you must specify which information you want to allow the person to access. Review the options listed and **select only those that you want your relative to view:** *Academic Plan, Schedule, Transcript, Grade Report, Stop List, Address, Financial Aid, Balance*

7. You **MUST** view and accept the **Disclosure Statement** before your invitation can be sent.

8. Select Send Invitation. The system will send your invitation to your relative's email address.

9. Select OK to confirm.

The screenshot shows a web interface for 'Invite a User'. At the top, there are navigation tabs: Home, Register, Classes, Finances, Grades, Search, and My Profile. Below these are sub-tabs: Account Information, Personal Information, Ethnicity and Race, Addresses, Phone Numbers, and Shared Access. The main content area is titled 'Invite a User' and includes a legend: '\* = Required'. The form fields are: 'Relative:' with a dropdown menu showing 'Terroros, David' (callout #4), and 'E-mail Address:' with a text box containing 'terrorosd@georgian.edu' (callout #5). Below these are several checkboxes for permissions: 'View Schedule:', 'View Balance:', 'View Financial Aid:', 'View Transcript:', 'View Grade Report:', 'View Stop List:', and 'View Address:'. A bracket groups these checkboxes with callout #6. The 'Disclosure:' section has a checkbox and the text 'I have read and accept the Disclosure Statement' (callout #7). At the bottom are 'Send Invitation' and 'Cancel' buttons (callout #8).

## Managing Your Invitations

Once you have invited one or more of your relatives to access your information, you should review the list to see who has accepted your invitation.

1. Select the **My Profile** tab.
2. Select the **Shared Access** menu item
3. Select the **Manage Invitations** option
4. Review the list of relatives who you have invited to share your information.
5. If you decide not to share your information with a relative, or if he or she does not accept your invitation before it expires, you can Remove his or her invitation. The relative will be notified by e-mail that he or she is no longer invited to access your information.

PowerCAMPUS SELF-SERVICE

Home Register Classes Finances Grades **#1** My Profile

Account Information Personal Information Ethnicity and Race Addresses Phone **#2** Shared Access

**Manage Invitations** **#3**

Name	E-mail Address	When Invited	Valid Until
<input type="button" value="Remove"/> Terreros, David	terrerosd@georgian.edu	8/8/2012	8/16/2012

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**#5**

## Managing Your Shared Users

Once you have invited one or more of your relatives to access your information, you should review the list to make sure that you have allowed them access to only the information you really want to share.

1. Select the **My Profile** tab.
2. Select the **Shared Access** menu item.
3. Select the **Manage User Access** option.
4. Review the list of relatives who you have invited to share your information.
5. Verify the access rights for your shared users and determine if you need to make any changes.

The screenshot shows the 'Manage User Access' page in a web browser. At the top, there are navigation tabs: Home, Register, Classes, Finances, Grades, My Profile, and Shared Access. A yellow arrow labeled '#1' points to the 'My Profile' tab. Below these tabs is a sub-menu with 'Account Information', 'Personal Information', 'Ethnicity and Race', 'Addresses', 'Phone', and 'Shared Access'. A yellow arrow labeled '#2' points to the 'Shared Access' menu item. The main content area is titled 'Manage User Access' and contains a list of users. A yellow arrow labeled '#3' points to the 'Manage User Access' title. The list shows two users: 'Kashonna Jones' and 'David Terreros'. For each user, there are checkboxes for various information types: Academic Plan, Address, Balance, Financial Aid, Grade Report, Transcript, Schedule, and Stop List. A yellow arrow labeled '#4' points to the 'View' label for each user. A yellow arrow labeled '#5' points to the checkboxes for each user. A yellow circle labeled 'A' is next to the 'Delete User' link for Kashonna Jones. A yellow circle labeled 'B' is next to the 'Save Changes' button at the bottom of the page.

**\*If a relative forgets their Username and Password, they must be deleted and re-invited to access your information.**

### To Stop Sharing with a Relative and/or Relative forgot User Name or Password\*:

- For that user only, select **Delete User (A)**
- Select **OK** to confirm that you want to stop sharing with this user
- Verify that the user has been removed from your list of shared users

### To Change Which Information is Shared:

- Check **ONLY** those features you want this person to access
- Select **Save Changes (B)**
- Review the list of access rights
- Select **Confirm Changes** to record your updates

**Additional questions or concerns can be directed to the office of Student Success at 732-987-2363.**

