

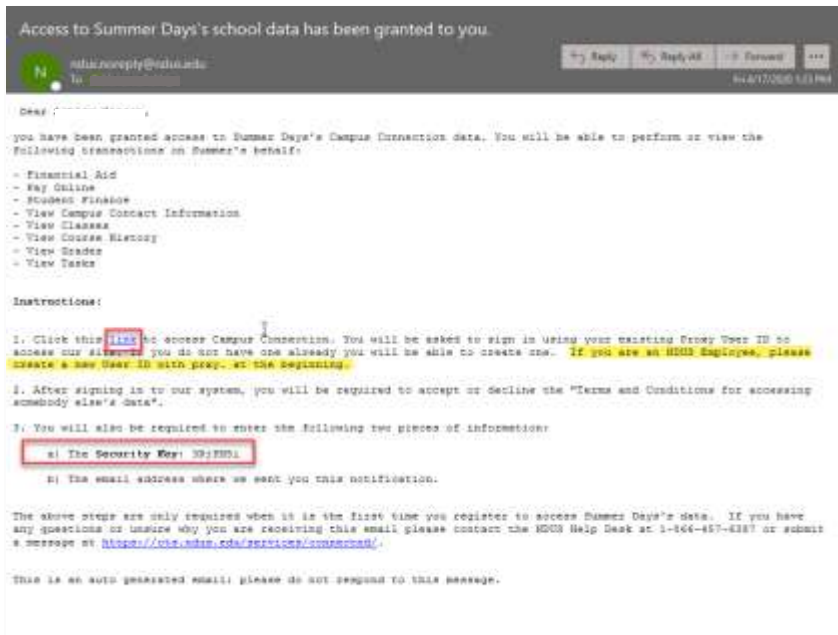
CampusConnection Helpsheet

Share My Information – Proxy Registration & Sign In

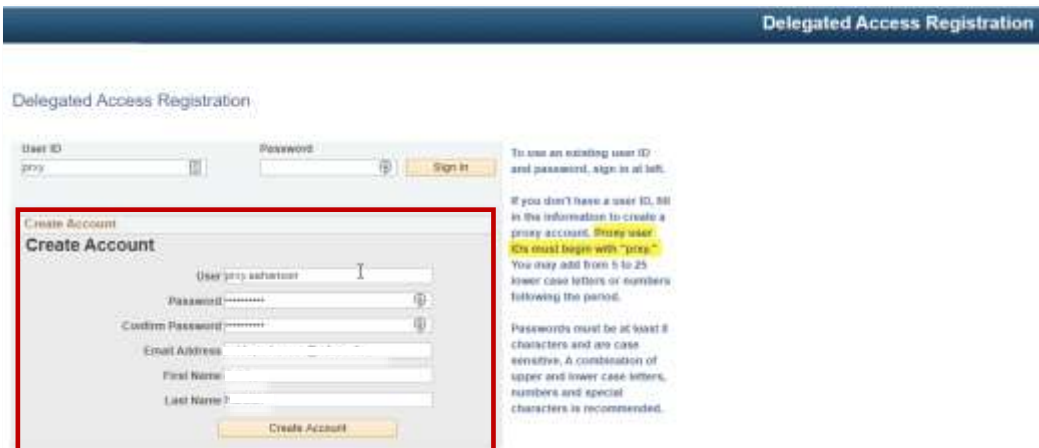
Register Proxy Account

Once the student has added proxy information in CampusConnection, the proxy will receive a registration email with a link and security key.

1. Click the **[link]** in the registration email. The link will redirect to a registration page.



2. Enter a userid; password; email and name, click **[Create Account]**.
Note: If you are an NDUS employee, please make sure to create a new account using proxy. at the beginning.



- Review Terms and Conditions, click **[I accept the terms and conditions]**.
 Enter **[DA Security Key]** provided in registration email.
 Enter the **[Email Address]** that the registration email was sent to
 Enter your **[Personal Information]**
 Click **[Save]**
 Click **[Log out]**

Terms and conditions for accessing somebody else's data

Terms and Conditions

You have been granted access to view or update data that belongs to somebody else. By accepting these terms and conditions, you consent to protect the privacy of the data and to use or modify the data fairly and lawfully.

The following terminology applies to these Terms and Conditions: "Delegator" refers to the person who delegated you access. "Proxy" refers to you, the person authorized to view or update the Delegator's data on his or her behalf.

Agreement:
 All proxies are required to sign this agreement for each of the delegators that delegated them access to their data confirming their understanding and acceptance of this policy. You sign the agreement by accepting the terms and conditions, entering your Security Key and your email address.

Acceptance Date 04/17/2020

I accept the terms and conditions
 I decline the terms and conditions

DA Security Key Enter the Security Key included in the email notification you received

Contact Email Enter the email address that the notification was sent to

Your Personal Information

First Name

Last Name

Gender

Sign into Proxy Account

- Access [CampusConnection](#)
 Enter your Userid and Password established in Step #2 above.
 Click **[Log In]**.

2. From the NDUS Homepage, click **[Shared Information]**.



3. You will see a list of students who have delegated their access to you. Click **[Select]** to the right of which one you want to view.

Select Delegator

	Delegator Name	Select
1	Summer Days	Select

On the left-side menu:

4. You will see all the pages your student has delegated to you.

