STUDENT DELEGATION

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DELEGATE

STUDENT DELEGATION RIGHTS

Under FERPA regulations, students have total authority over delegation of their data. Therefore, access may be altered or denied by the student at any time for any Delegate regardless of their relationship to the student. The University of Kansas does not control the access a student delegates to individuals.

FERPA GUIDANCE FOR STUDENTS

PDF: https://www2.ed.gov/policy/gen/guid/fpco/ferpa/for-eligible-students.pdf

Website: https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html

STUDENT DELEGATION

CREATE A NEW ACCOUNT

THE E-MAIL NOTIFICATION

The following e-mail will be sent as soon as the Student delegates access. This e-mail contains information necessary to create your account.

INITIAL NOTICE TO DELEGATE

, you have been granted access to   data. You will be able to perform or view the following transactions on   behalf:

List of access granted here

INSTRUCTIONS

CREATING A NEW ACCOUNT

Click here to Create Account/ Accept Terms and Conditions

You are required to enter the following information to complete the acceptance of Terms and Conditions:

Security Key:
Your e-mail address on this message.

!! PASSWORD QUESTION & PIN !!

NOTE: Once you have logged in, click "Update Profile & PIN"

1. Set a PIN number which will allow you to speak with a KU staff member
2. Set up a Forgot Password Question. If you do not set this up and you forget your password your student will have to recreate an account for you. The University will not be able to unlock the account.

SUBSEQUENT LOGINS

After creating an account and accepting terms and conditions, use this link for subsequent logins:
Delegate Login

ADDITIONAL NOTICES

THIS IS AN AUTO GENERATED EMAIL; PLEASE DO NOT RESPOND TO THIS MESSAGE.

Do not respond to this message with any personal information. For questions or concerns about this message contact the KU Technology Support https://technology.ku.edu/student-technology-support

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CREATE ACCOUNT

1. From the e-mail message, click the link labeled "Create Account/ Accept Terms and Conditions" and it will take you to this page. **Do not bookmark this page.**

   The page you need to bookmark is discussed in the "SUBSEQUENT LOGIN SESSIONS", but you must complete this step first.

2. To create an account, you will only be using the left side of this page "Create New Account"
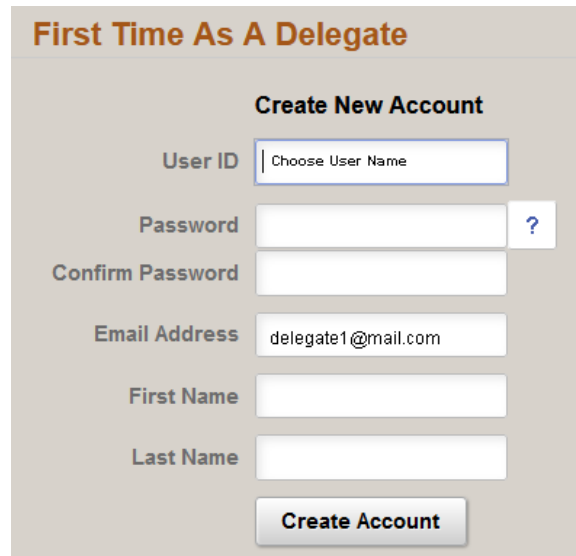
STUDENT DELEGATION

3. Create your account by completing the fields:
    a. **User ID:** Choose own ID
    b. **Password:** Requirements are a minimum of 8 characters, 1 special character, 1 number, and 1 uppercase
    c. **Email Address:** Enter your e-mail address again
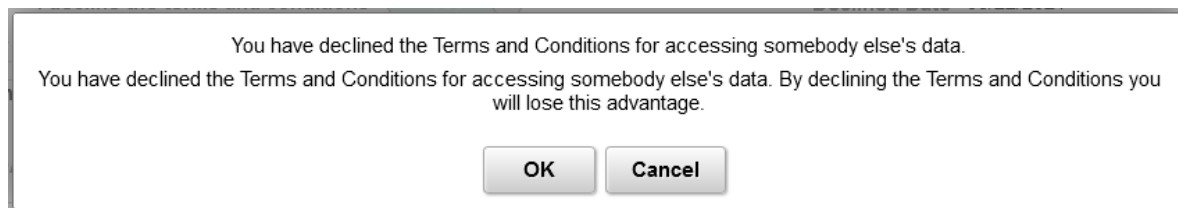   d. First Name
    e. Last Name

First Time As A Delegate

Create New Account

User ID	Choose User Name
Password	[ ] ?
Confirm Password	
Email Address	delegate1@mail.com
First Name	
Last Name	

Create Account

4. Click "Create Account"

ACCEPT TERMS AND CONDITIONS

1. Read through the Terms and Condition
2. Accept or Decline the Terms and Conditions
    a. If "Decline" is selected, no access will be granted to the Student data
        i.   No information needs to be entered by the Delegate if declining the access.
        ii. Select "Decline" and click "Submit"

You have declined the Terms and Conditions for accessing somebody else's data.

You have declined the Terms and Conditions for accessing somebody else's data. By declining the Terms and Conditions you will lose this advantage.

OK   **Cancel**

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b. If Accept is selected:
    i. Change the accept indicator to "Yes" (image below)
    ii. Enter the Security Key that was sent in the email notification
    iii. Enter the e-mail address where you received the email notification
    iv. Enter your first and last name in the respective fields
   v. Click "Submit"

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Last Updated: 4/7/2021

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SUBSEQUENT LOGIN SESSIONS

After creating your account and accepting Terms & Conditions, you will be redirected to the following page. *You cannot use this page until you complete your account set up in the "Create Account" section.*

Please note the distinct difference from the "Create Account/ Terms and Conditions" page.
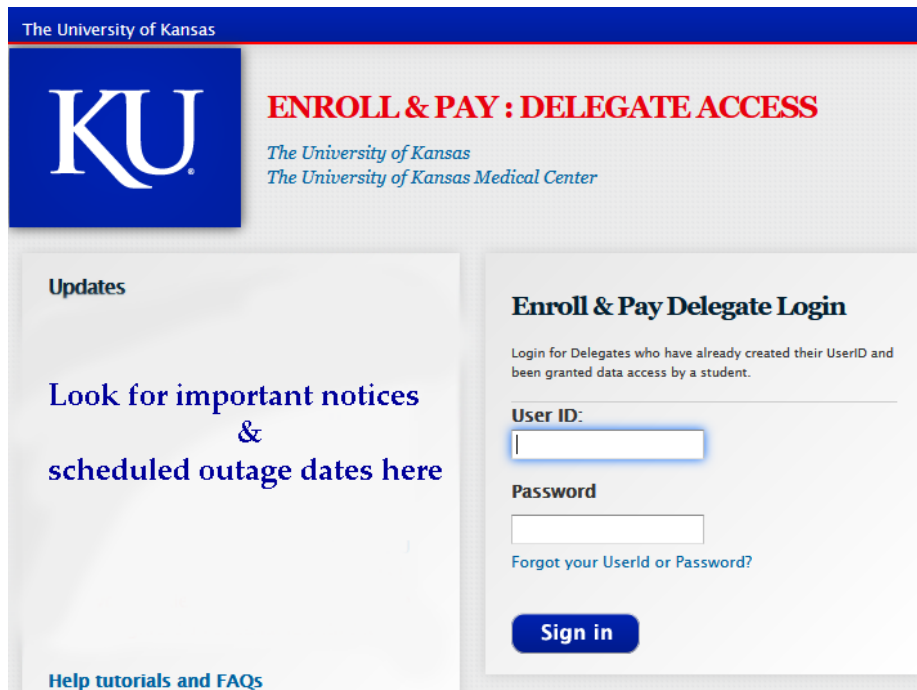
This is the page that you should bookmark if you intend to do so for Delegate.

The website URL is: delegate.ku.edu
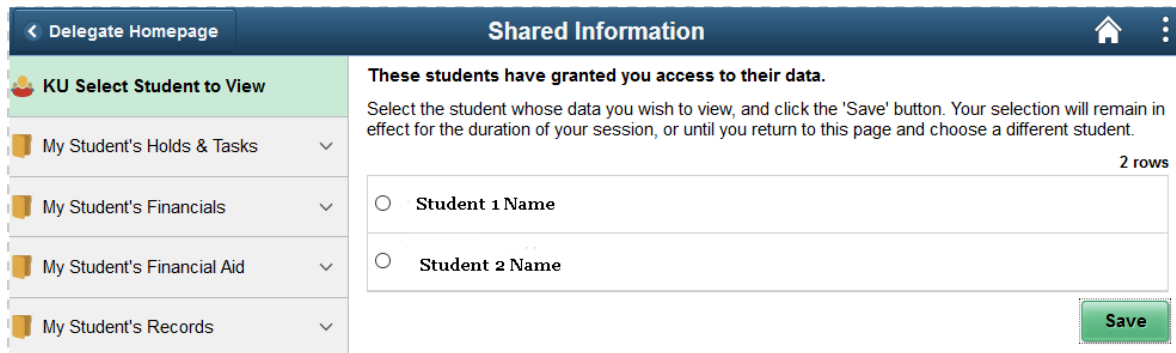
VIEWING SHARED INFORMATION

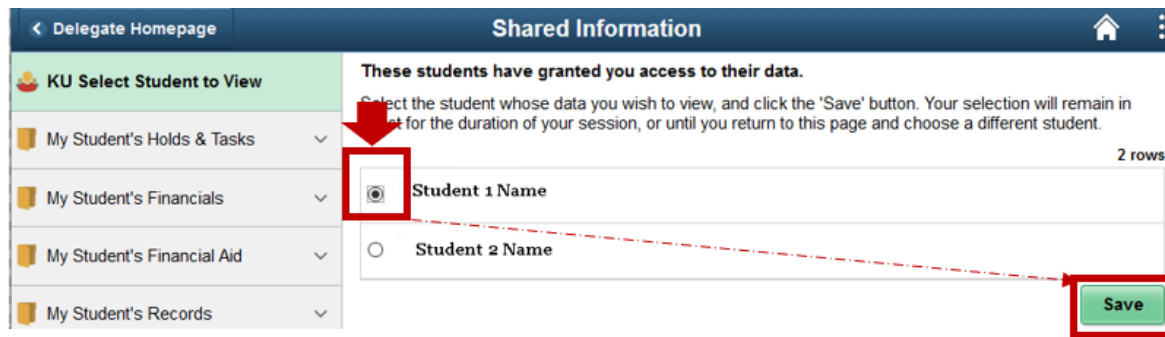1. After logging in, click the following image (tile):

My Student's Information

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2. The following page will open with a list of students who have delegated access to you:

3. Select the student whose information you wish to view. ***This is required even if you only have one student.***

4. After selecting the student, navigate through the folders to view the student's information
5. Return to this page to view a different student
6. If a page gives you an error message or does not display correctly, ensure that
   a. You have selected a student and clicked "Save"
   b. The student has granted you access to each of the pages you are trying to view.
      i. If the student has not granted this access, you will need to contact them directly to request an update.

Students are the only individuals who can grant access to their data. University employees do not have access or authority to grant student information to delegates.

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MAKE A PAYMENT: NEW & EXISTING ACCOUNTS

1. If you have multiple students, pick one to pay for and click Save, then from the left menu, under the "My Student's Financials" folder, click the "Pay Bills/KUCard/Dining $" link.
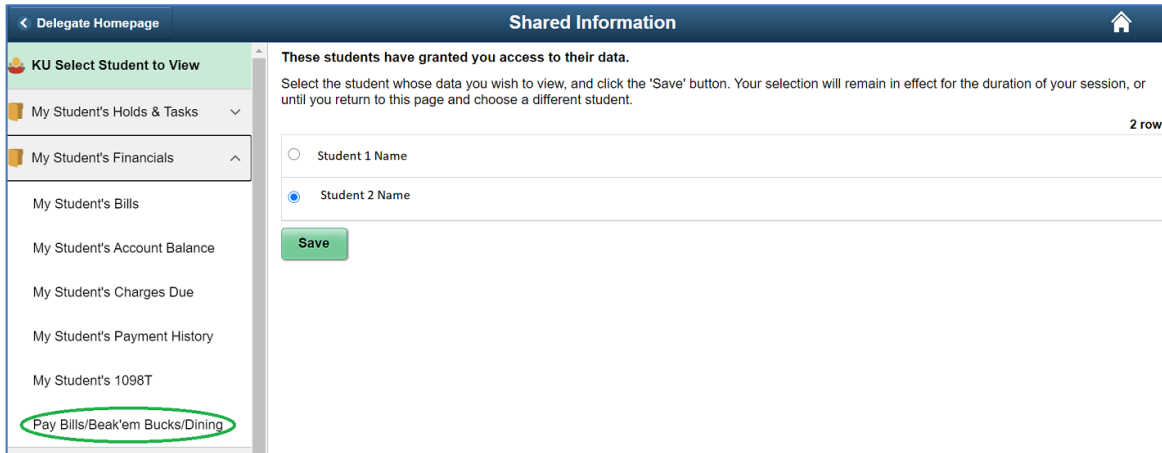
2. (Ensure that pop-ups are allowed) The page will default to the "Pay Bills" tab, so simply click the green "Pay Tuition, Housing and Other Charges" button. This will open a new tab/window to the payment site. (If you wish to add funds to Beak'em Bucks or to a Dining Dollars plan, please click on the corresponding tab instead).
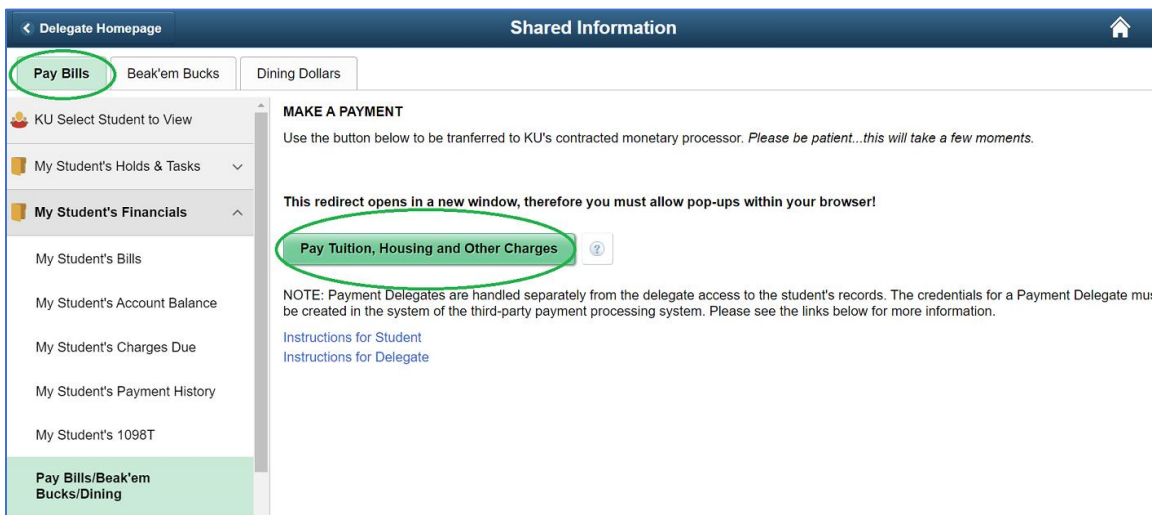
*You will encounter this screen one time only to set up your TouchNet payment account. (See notes within screenshot for Existing Users login vs Create New User login clarification.)

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(Note: If you are a payment delegate for multiple students, you will have the option to select the specific student you wish to pay for or you can select "Pay All" to combine all amounts for multiple students).

3. Click the green "Make Payment" button, then enter amount to pay and click "Continue".

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4. Select your desired payment method using the dropdown, then click "Continue". (e-Check is free, Credit Cards and Bank Wires have a fee – disclosed in a later step).

5. Enter and verify your credentials by completing all required fields. Follow the on-screen instructions to complete your payment. You must check the box "I agree to the terms and conditions" to submit the payment.

(E-CHECK)

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STUDENT DELEGATION

ACH Payment Agreement

I hereby authorize **University of Kansas** to initiate debit entries to my Depository according to the terms below, and for my Depositor to debit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **$30.00** return fee will be added to my student account.

Name: **Jayhawk Parent**

Address:

100 Main St

Lawrence KS 66044

Depository:

    BANK

PO BOX 200

       ,KS 66966

Routing Number:

Account Number: xxxxx6789

Debit Amount: $50.00

This agreement is dated 9/24/19 11:26:13 AM CDT.

For fraud detection purposes, your internet address has been logged: 129.237.90.157 at 9/24/19 11:26:13 AM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: **stu.account@ku.edu**

☑ I agree to the above terms and conditions. (Print Agreement)

Cancel   Continue

Account Payment

Amount — Method — Confirmation — Receipt

Please review the transaction details, agree to the terms and conditions, then submit your payment.

Payment Information

Lawrence	$50.00
Payment Amount	$50.00
	Change Amount
Payment Date	9/24/19

Selected Payment Method

WEBCHECK

Account xxxxx6789

Billing Address   Jayhawk Parent
100 Main St
Lawrence, KS 66044

Change Payment Method

Paid To

University of Kansas
1246 West Campus Rd
Room 1
Lawrence, KS 66045

Confirmation Email

Primary   @ku.edu
Secondary   @yahoo.com

By selecting the Submit Payment button, you are agreeing to the **Terms & Conditions**.

Back   Cancel   Submit Payment

STUDENT DELEGATION

Account Payment

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

$ Amount — Method — Confirmation — Receipt

Payment Receipt

Your payment in the amount of $50.00 was successful. A confirmation email was sent to _____@ku.edu. Please print this page for your records.

Payment date:	9/24/19
Amount paid:	$50.00
Student name:	Jayhawk Student
Paid to:	University of Kansas
	1246 West Campus Rd
	Room 1
	Lawrence, KS 66045
	UNITED STATES
Account number:	xxxxx6789
Name on account:	Jayhawk Parent
Account Type:	Checking

Print

....

CREDIT CARD

- Opens in new window/tab-
- Currently applies 2.85% convenience fee (percentage subject to change – minimum of $3.00)

....

My Account   Make Payment   Help   Select Student   My Profile

Account Payment

Amount — Method — Confirmation — Receipt

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

Payment Information

Lawrence	$50.00
Payment Amount	$50.00

Change Amount

Payment Date   9/24/19

Selected Payment Method

TOUCHNET PAYPATH

Change Payment Method

Paid To

University of Kansas
1246 West Campus Rd
Room 1
Lawrence, KS 66045

Confirmation Email

Primary	@ku.edu
Secondary	@yahoo.com

By selecting the Submit Payment button, you are agreeing to the Terms & Conditions .

Back   Cancel   Continue to PayPath

STUDENT DELEGATION

Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for University of Kansas student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.85%*(minimum $3.00) will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Your campus also accepts ACH bank transfers outside of this service without charge. Thank you for using PayPath.

Transaction Details

Student ID	Term to credit	Amount
4444444 - Lawrence	4212	$50.00

PayPath Payment Service accepts:

* Service Charge subject to change   Cancel   Continue

PayPath® | Payment Services

Amount — Payment — Confirmation — Receipt

Payment Amount Information

In addition to the amount paid to University of Kansas, a non-refundable PayPath Service Fee of 2.85%*will be added to your payment with a minimum charge of $3.00. You will have an opportunity to approve the complete transaction before submitting payment.

Payment amount:	$50.00

* Service Charge subject to change   Cancel   Continue

STUDENT DELEGATION

STUDENT DELEGATION

Review Your Payment Transaction

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to University of Kansas:	$50.00
PayPath Payment Service Fee	$3.00
Total payment amount:	$53.00
School name:	University of Kansas
Payer name:	Jayhawk Parent
Billing address:	100 Main St
City:	Lawrence
State:	KS
Zip code:	66044
Email address:	jayhawkparent@ku.edu
Phone number:	Not entered
Card account number:	xxxxxxxxxxxx1111
Browser internet address:	129.237.90.157
Business correspondence address:	TOUCHNET INFORMATION SYSTEMS INC 15520 COLLEGE BLVD. LENEXA, KS 66219 UNITED STATES

Terms and Conditions

I hereby authorize charges totaling $53.00 via my credit/debit card. I understand that a PayPath Payment Service fee of $3.00 will be charged to my credit/debit card and is not refundable under any circumstances.

☑ I agree to the terms and conditions.

Change Information   Cancel   **Submit Payment**

6. Once the payment is processed, you will see a receipt. In addition, you will receive an e-mail with information about your payment. Consider printing the confirmation for your records or save the email. This receipt indicates that the transaction is acknowledged.

STUDENT DELEGATION

FORGOT USER ID

The login URL to use after the Delegate has set up an account is here: delegate.ku.edu

STUDENT DELEGATION

KU | **Enroll & Pay : Delegate Access**

Forgotten Credentials For Your Delegate Access

If you have previously created your Delegate Access account you may use the links below to retrieve your forgotten credentials..

Forgot your User ID?
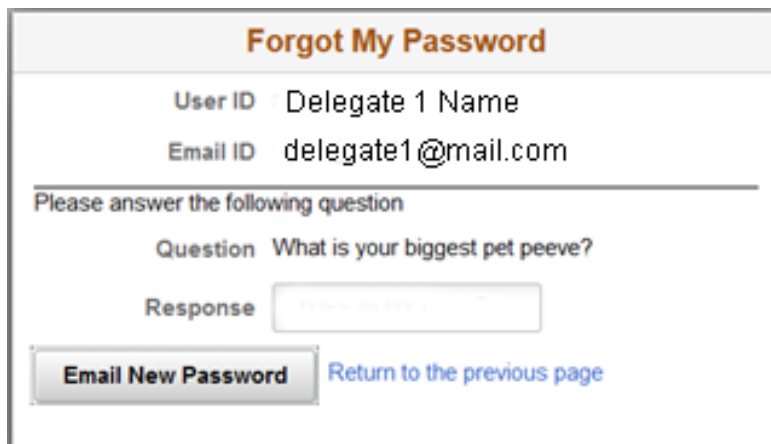
Forgot my User ID

Enter your Email Address

Email Address [   ]

Retrieve User ID

Return to the logon page

Forgot your User ID?

Forgot my User ID

Enter your Email Address

Your request was successful. Your User ID will be sent at the email address you entered.

OK

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STUDENT DELEGATION

FORGOT PASSWORD

Created: 8/18/2020

Last Updated: 4/7/2021

STUDENT DELEGATION
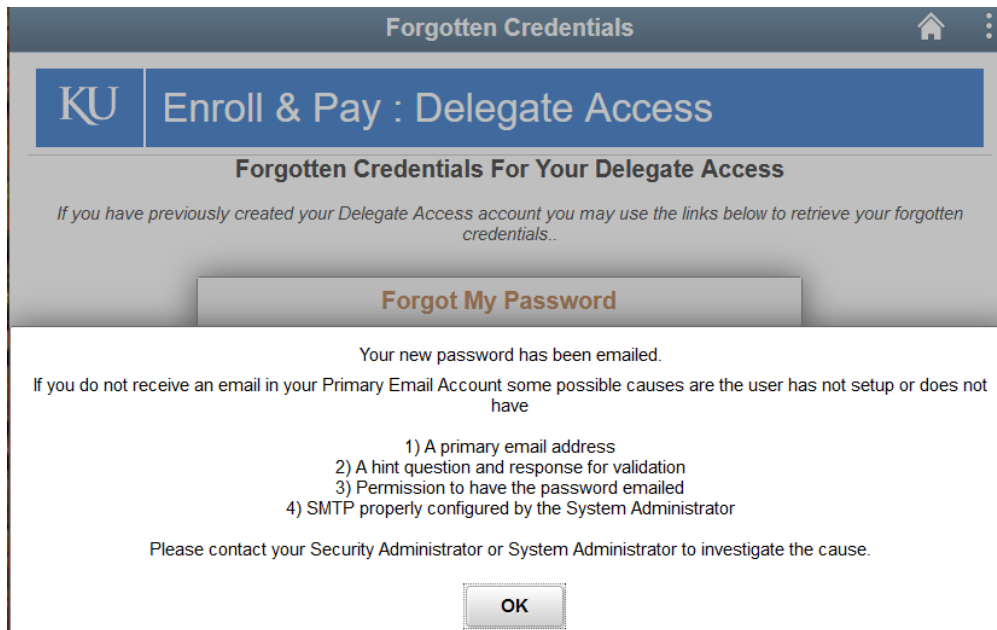
Forgot My Password

User ID   Delegate 1 Name

Email ID   delegate1@mail.com

Please answer the following question

Question   What is your biggest pet peeve?

Response

Email New Password   Return to the previous page

Forgotten Credentials

KU Enroll & Pay : Delegate Access

Forgotten Credentials For Your Delegate Access

If you have previously created your Delegate Access account you may use the links below to retrieve your forgotten credentials..

Forgot My Password

Your new password has been emailed.

If you do not receive an email in your Primary Email Account some possible causes are the user has not setup or does not have

1) A primary email address
2) A hint question and response for validation
3) Permission to have the password emailed
4) SMTP properly configured by the System Administrator

Please contact your Security Administrator or System Administrator to investigate the cause.

OK

STUDENT DELEGATION
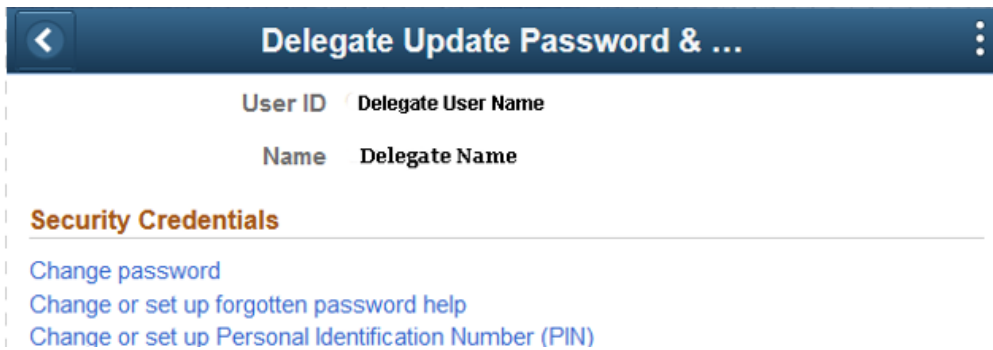
UPDATE PASSWORD & PIN

To update your password, PIN, or set forgot password questions, click on the following image (tile) in your account:

Update Profile and PIN

The following page will open:

Delegate Update Password & ...

User ID   Delegate User Name

Name   Delegate Name

Security Credentials
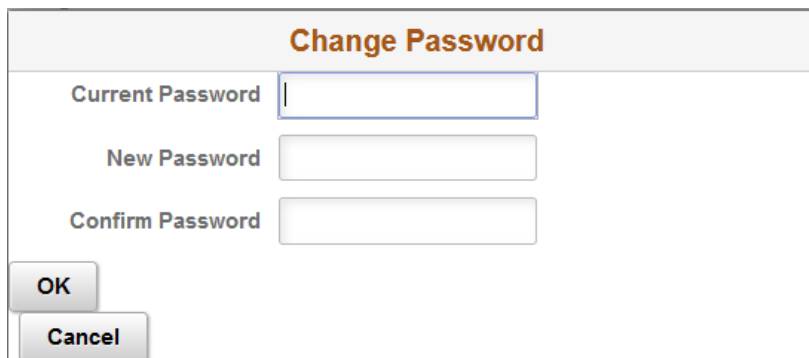
Change password
Change or set up forgotten password help
Change or set up Personal Identification Number (PIN)

CHANGE PASSWORD

You are the only individual who will have access to the password. ***Do not share this information with anyone else.***

1. To change your current password, enter it into the first field.
2. In the second and third fields, enter the new password you would like to use
3. Click "OK"

Change Password

Current Password

New Password

Confirm Password

OK

Cancel

STUDENT DELEGATION

CHANGE OR SET UP FORGOTTEN PASSWORD HELP

You are the only individual who will have access to the question/ response you enter here. ***Do not share this information with anyone else.***
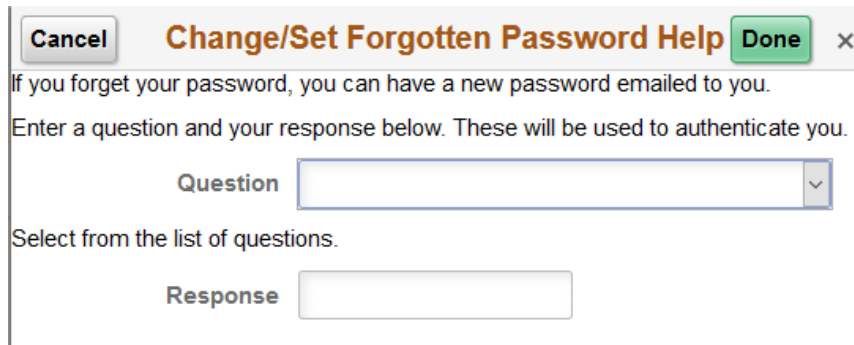
Forgot Password Security Question: in the new system, the way to do a 'password reset' is to answer a security question. This, of course, means the delegate must navigate to the 'Update Profile & PIN' tile and choose the questions and provide an answer. See images below. We have included wording in our student and delegate communications pointing out that this step is critical. <u>If the delegate fails to select a question/answer for the forgot password help, they will not be able to reset their password and the student will have to set up a new delegate account for them.</u> As staff we do not have a way to resolve this for them.
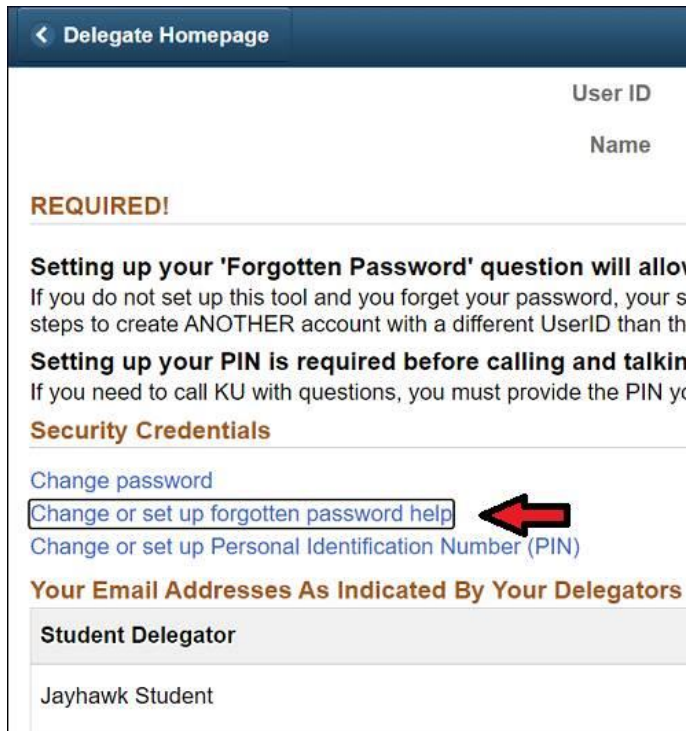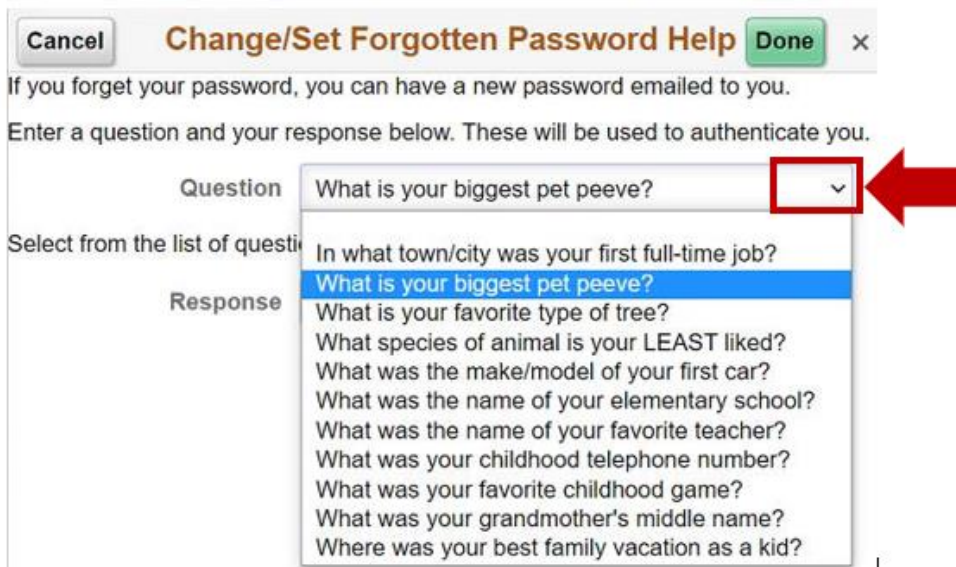
STUDENT DELEGATION

1. Use this page to set up a security question in case you forget your password.

2. There are several pre-built questions to choose from by clicking down-arrow on the Question field:

3. Choose the question you would like to use and then enter your response in the provided field.
4. Save

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CHANGE OR SET UP PERSONAL IDENTIFICATION NUMBER (PIN)

Authorized staff members can see this PIN. They will ask you for it to confirm that they are authorized to speak to you.

A PIN is required in order to speak with a University staff member. It can be alphabetical, numerical, or alpha-numeric. It may also include special characters, although they are not required.

Cancel	**Personal Identification Number (PIN)**	Done
Please enter a PIN of at least 4 digits.		
Your PIN will be used to verify your identity if you need to call KU for assistance or questions.		
PIN		

UPDATE EMAIL ADDRESS

<u>**Delegates cannot update their own e-mail addresses**</u>. They must have their student update the e-mail address through the Share My Information page.

1. Delegates can confirm the email address that each student has assigned to their account using the "Update Profile and PIN" tile:

Update Profile and PIN

2. Under "Your email addresses as indicated by your delegators", is a list of the email addresses assigned by each student who has delegated access to you.
3. ***The student is the only individual with the authority to update the contact information on file for you. Please contact them directly to have this information updated.***

STUDENT DELEGATION

Delegate Update Password & ...

User ID Delegate User Name

Name Delegate Name

Security Credentials

Change password
Change or set up forgotten password help
Change or set up Personal Identification Number (PIN)

Your Email Addresses As Indicated By Your Delegators   2 rows

Student Delegator	Your Contact Email Address
Student 1 Name	groot@marvel.com
Student 2 Name	groot@galaxy.com

ADDITIONAL STUDENT ACCESS GRANTED

You are required to accept the Terms & Condition for each additional student who delegates access to you. For this reason, you will receive the same e-mail notification you used to create your account.

1. From the e-mail message, click the link labeled "Create Account/ Accept Terms and Conditions" and it will take you to this page. **Do not bookmark this page.**

Delegate Create Account/Terms

KU | Enroll & Pay : Delegate Access

Accept Terms & Conditions of being a Delegate

You are required to accept the Terms & Conditions for EACH student who grants you access to their information.

First Time As A Delegate

Create New Account

User ID
Password   ?
Confirm Password
Email Address
First Name
Last Name

Create Account

Accept Terms/Conditions for Additional Student

Use Existing Account

User ID
Forgot your User ID?
Password
Forgot your password?

Sign In

*** DO NOT BOOKMARK this page as this is not the regular KU Delegate Login page. ***

2. This time, the right side of the screen will be used because you already have an account.

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STUDENT DELEGATION

3. Enter your User ID and password
4. Click "Sign In"
5. Go through the process of [Accepting Terms & Conditions](#) utilizing the information in the new email.

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Last Updated: 4/7/2021