

STUDENT DELEGATION

TABLE OF CONTENTS

Delegate	2
Student Delegation Rights.....	2
FERPA Guidance for Students	2
Create a New Account.....	3
The e-mail notification.....	3
Create Account.....	4
Accept Terms and Conditions	5
Subsequent Login Sessions	7
Viewing Shared Information	7
Make a Payment: New & Existing Accounts	9
Forgot User ID	17
Forgot Password.....	19
Update Password & PIN	21
Change Password	21
Change or set up forgotten password help	22
Change or set up Personal Identification Number (PIN)	24
Update email Address	24
Additional Student Access Granted	25

STUDENT DELEGATION

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>

STUDENT DELEGATION

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.

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

Accept Terms/Conditions for Additional Student

Use Existing Account

User ID

[Forgot your User ID?](#)

Password

[Forgot your password?](#)

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

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

First Time As A Delegate

Create New Account

User ID

Password ?

Confirm Password

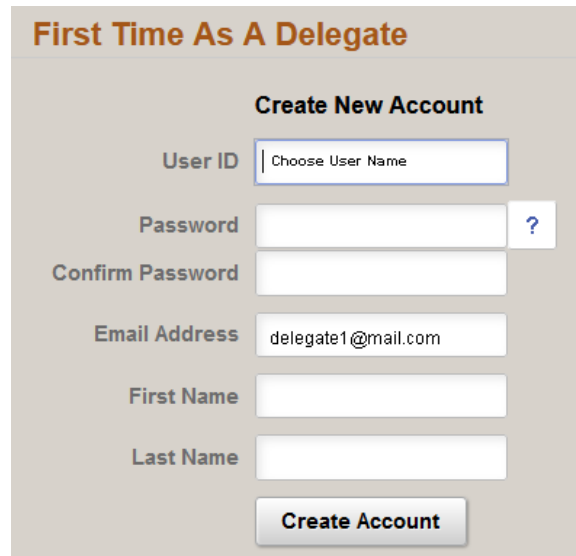
Email Address

First Name

Last Name

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



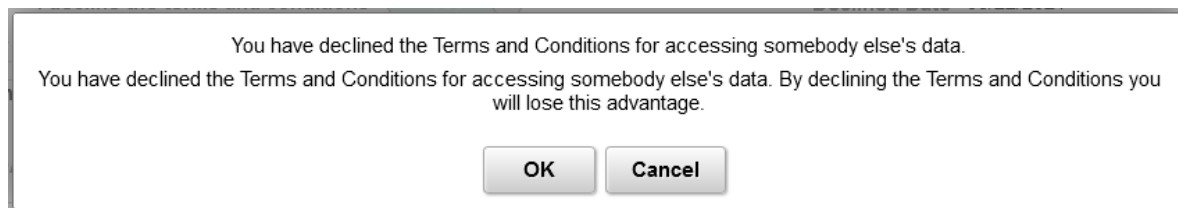
The screenshot shows a web form titled "First Time As A Delegate" with a sub-header "Create New Account". The form contains the following fields and elements:

- User ID:** A text input field with the placeholder text "Choose User Name".
- Password:** A text input field with a question mark icon to its right.
- Confirm Password:** A text input field.
- Email Address:** A text input field containing the email address "delegate1@mail.com".
- First Name:** A text input field.
- Last Name:** A text input field.
- Create Account:** A button located at the bottom of the form.

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"





The dialog box contains the following text:

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.

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

STUDENT DELEGATION

- 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”

[← Delegate Terms Conditions](#) **Delegate Terms & Conditions**  

Delegate Name

Terms and Conditions for accessing another person's data.

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

Agreement:

You have been granted access to view data that belongs to somebody else. By accepting this delegation, you agree to protect the privacy of the Delegator's education records and to use those records fairly and lawfully. You

You must Accept or Decline

I accept the terms and conditions **Yes** Acceptance Date 03/22/2021

I decline the terms and conditions **No**

Verify Your Invitation

<p>Enter the Security Key included in the email notification you received</p> <p>DA Security Key <input type="text" value="Provided in e-mail notice"/></p>	<p>Enter the email address that the notification was sent to</p> <p>Contact Email <input type="text" value="delegate1@mail.com"/></p>
--	--

Your Personal Information

First Name

Middle Name (Optional)

Last Name

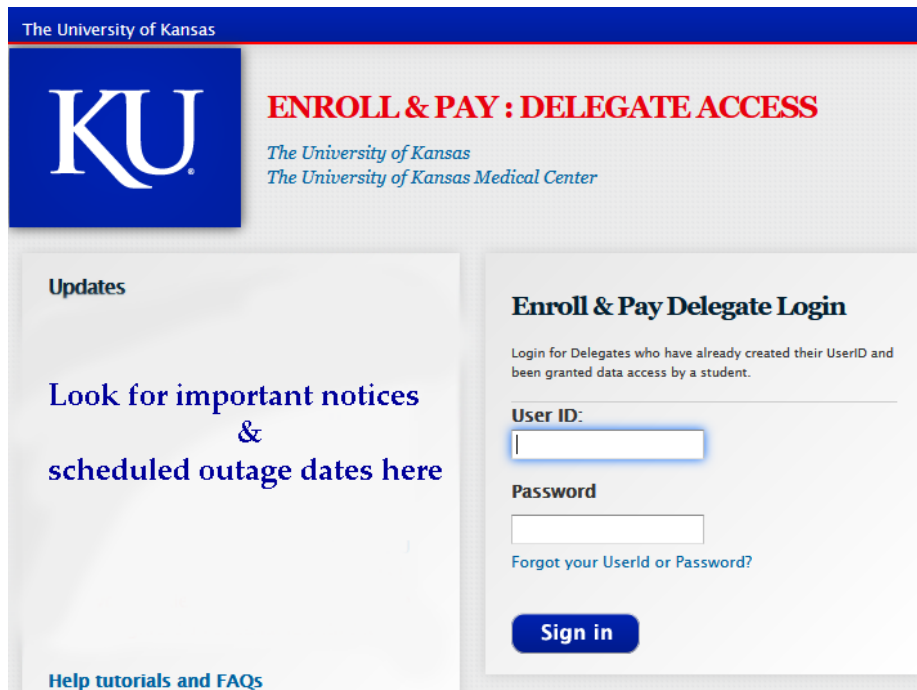
Submit

STUDENT DELEGATION

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

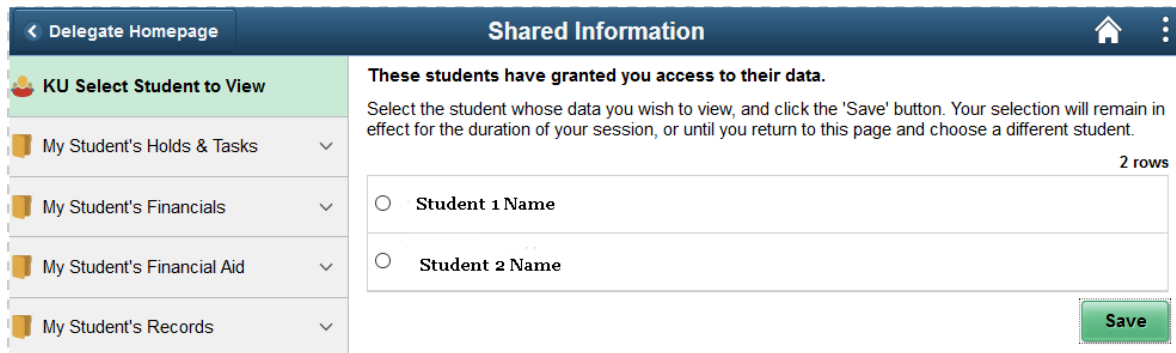
1. After logging in, click the following image (tile):

My Student's Information



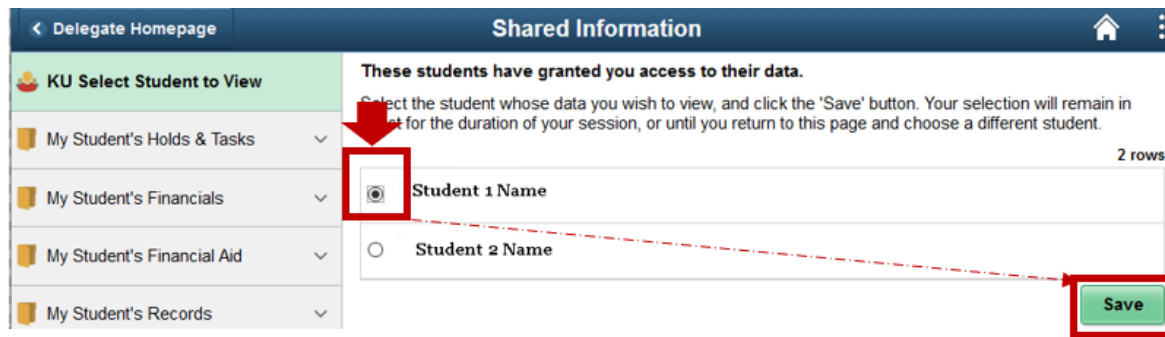
STUDENT DELEGATION

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



The screenshot shows a web interface titled "Shared Information" with a navigation bar on the left. The main content area has a heading "These students have granted you access to their data." followed by instructions: "Select the student whose data you wish to view, and click the 'Save' button. Your selection will remain in effect for the duration of your session, or until you return to this page and choose a different student." Below this is a list of two radio buttons: "Student 1 Name" and "Student 2 Name". A green "Save" button is located at the bottom right of the selection area. The left navigation bar includes a "KU Select Student to View" section with sub-items: "My Student's Holds & Tasks", "My Student's Financials", "My Student's Financial Aid", and "My Student's Records".

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



This screenshot is similar to the previous one, but with annotations. A red arrow points to the "Student 1 Name" radio button, which is now selected (indicated by a filled circle). Another red arrow points to the "Save" button, which is highlighted with a red box. The "Student 2 Name" radio button remains unselected.

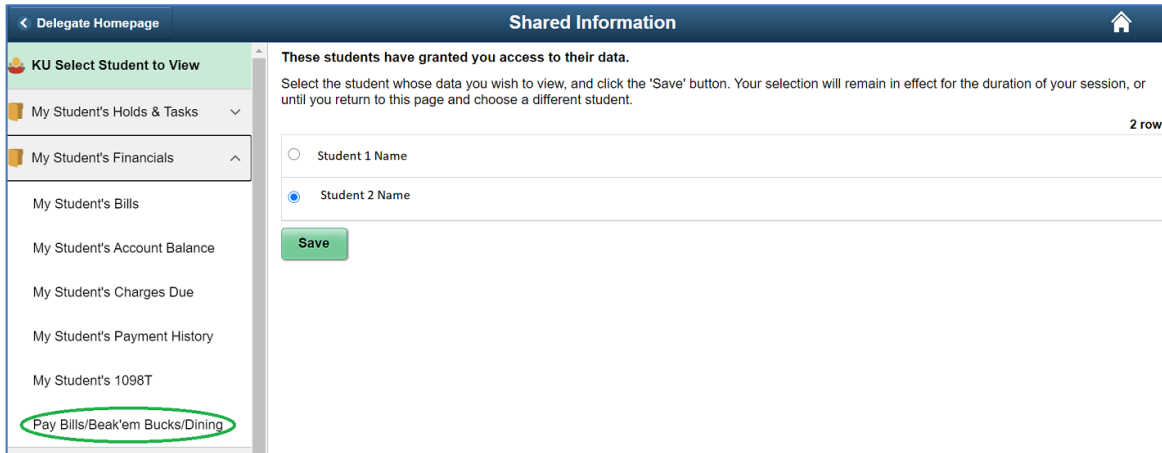
- After selecting the student, navigate through the folders to view the student's information
- Return to this page to view a different student
- If a page gives you an error message or does not display correctly, ensure that
 - You have selected a student and clicked "Save"
 - The student has granted you access to each of the pages you are trying to view.
 - 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.

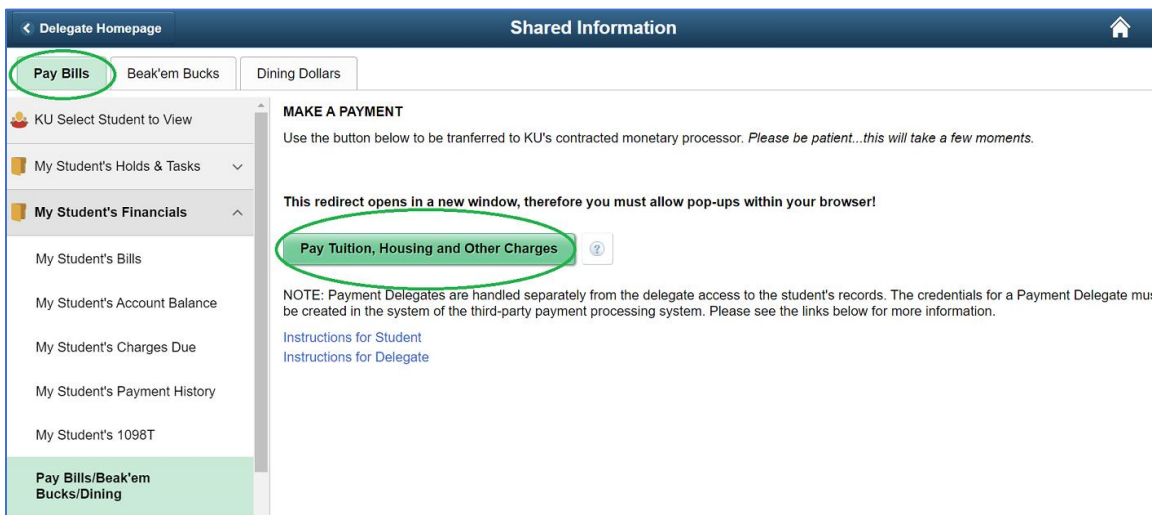
STUDENT DELEGATION

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.)

STUDENT DELEGATION

KU/KUMC Payment Delegate Login

This login is a one-time connection to your TouchNet payment account.

Existing Authorized Users

Enter your credentials below. This is a one time step to link your accounts. Once this is complete, you will no longer use the existing authorized user login page.

Enroll & Pay Delegate ID:

Password:

[Forgot Password](#) [Login](#)

Create New User

If you do not have a user account, please create one below.

Enroll & Pay Delegate ID:

[Create New User](#)

If your student had previously created your TouchNet account, you will use the portion of the screen titled "Existing Authorized Users". Enter the same credentials that you had used to previously log into TouchNet.

If your student had NOT previously created your TouchNet account, you will use the portion of the screen titled "Create New User".

[Delegate Information Page \(https://student-account-services.ku.edu/pay-online\)](https://student-account-services.ku.edu/pay-online)

(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".

My Account [Make Payment](#) [Help](#) [Select Student](#)

Announcement

Welcome to the University of Kansas and the University of Kansas Medical Center Bill Payment site. Note that the amount shown is your overall account balance. Please Select your primary (or home) campus.

Student Account ID: xxx7101

Balance **\$225.00**

[View Activity](#) [Make Payment](#)

My Profile Setup

- [Personal Profile](#)
- [Security Settings](#)

My Account [Make Payment](#) [Help](#) [Select Student](#) [My Profile](#)

Account Payment

Amount Method Confirmation Receipt

Payment Date 9/24/19

Current account balance \$225.00

Payment Total: \$50.00

[Continue](#)

STUDENT DELEGATION

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).

The screenshot shows the 'Account Payment' page on the KU website. The page has a blue header with the KU logo and navigation links: 'My Account', 'Make Payment', 'Help', 'Select Student', and 'My Profile'. The user is logged in as 'Jayhawk Student'. The main content area shows a progress bar with four steps: Amount, Method, Confirmation, and Receipt. The 'Amount' field is set to '\$50.00'. The 'Method' dropdown menu is open, showing options: 'Select Method', 'Electronic Check (checking/savings)', 'Credit Card via PayPath', and 'Bank Wire'. A green arrow points to the dropdown menu. Below the dropdown, there are 'Back', 'Cancel', and 'Continue' buttons. Another green arrow points to the 'Continue' button. A note below the buttons states: '*Credit card payments are handled through our third-party payment service. A non-refundable service fee will be added to your payment.' There are also instructions for 'Electronic Check' and 'Bank Wire'.

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)

The screenshot shows the 'Account Payment' page on the KU website, specifically the 'Billing Information' and 'Account Information' sections. The page has a blue header with the KU logo and navigation links: 'My Account', 'Make Payment', 'Help', 'Select Student', and 'My Profile'. The user is logged in as 'Jayhawk Student'. The main content area shows a progress bar with four steps: Amount, Method, Confirmation, and Receipt. The 'Amount' field is set to '\$50.00'. The 'Method' dropdown menu is set to 'Electronic Check (checking/savings)'. The 'Account Information' section includes a note: '* Indicates required fields'. Below the note, there is a yellow box with instructions: 'You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.' The 'Account Information' section includes fields for: '*Account type:' (Checking), '*Routing number: (Example)', '*Bank account number:' (123456789), and '*Confirm account number:'. The 'Billing Information' section includes fields for: '*Name on account:' (Jayhawk Parent), '*Billing address:' (100 Main St), 'Billing address line two:', '*City:' (Lawrence), '*State:' (Kansas (KS)), and '*Postal Code:' (66044). At the bottom right, there are 'Back', 'Cancel', and 'Continue' buttons.

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

Paid To

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

Confirmation Email

Primary	@ku.edu
Secondary	@yahoo.com

Selected Payment Method

WEBCHECK
Account xxxxx6789
Billing Address Jayhawk Parent
100 Main St
Lawrence, KS 66044

[Change Payment Method](#)

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 [redacted]@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)

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	Paid To
Lawrence \$50.00	University of Kansas
Payment Amount \$50.00	1246 West Campus Rd
Change Amount	Room 1
Payment Date 9/24/19	Lawrence, KS 66045
Selected Payment Method	Confirmation Email
TOUCHNET PAYPATH	Primary @ku.edu
Change Payment Method	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

 Amount  Payment  Confirmation  Receipt

PayPath Payment Service accepts:

Payment Card Information

Name on card:

Card account number:

Card expiration date:

Card security code: [What is this?](#)

Billing Address

Check if address is outside of the United States:

Billing address:

City:

State:


Zip code:

Email address:

Confirm email address:

Phone number: (optional)

STUDENT DELEGATION



Amount Payment Confirmation Receipt

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

The University of Kansas

KU **ENROLL & PAY : DELEGATE ACCESS**
The University of Kansas
The University of Kansas Medical Center

Updates

Look for important notices
&
scheduled outage dates here

Enroll & Pay Delegate Login

Login for Delegates who have already created their UserID and been granted data access by a student.

User ID:

Password

[Forgot your Userid or Password?](#)

Sign in

[Help tutorials and FAQs](#)

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 your password?](#)

[Return to Login Page](#)

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

STUDENT DELEGATION

FORGOT PASSWORD

The University of Kansas



ENROLL & PAY : DELEGATE ACCESS

The University of Kansas
The University of Kansas Medical Center

Updates

Look for important notices
&
scheduled outage dates here

Help tutorials and FAQs

Enroll & Pay Delegate Login

Login for Delegates who have already created their UserID and been granted data access by a student.

User ID:

Password

[Forgot your UserID or Password?](#)

[Sign in](#)

KU | Enroll & Pay : Delegate Access

Forgotten Credentials For Your Delegate Access

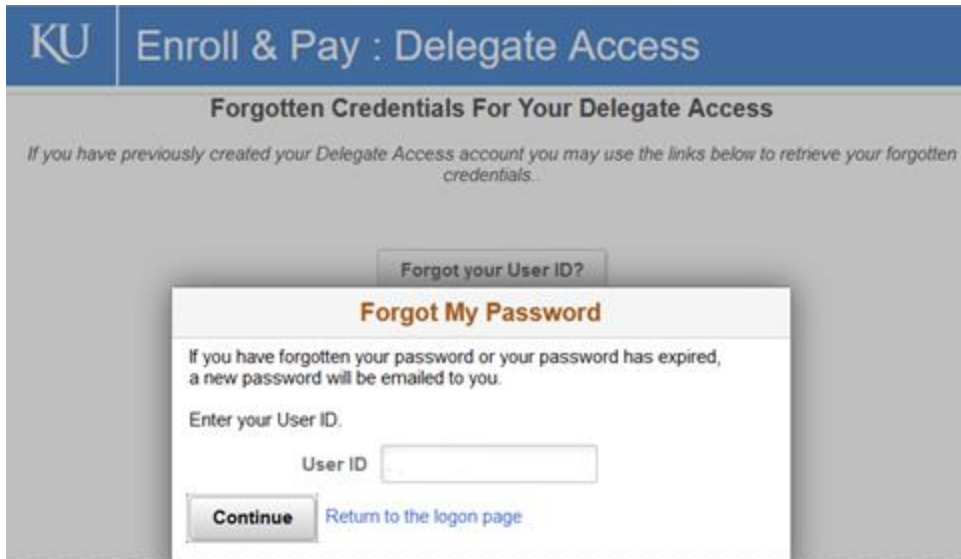
If you have previously created your Delegate Access account you may use the links below to retrieve your forgotten credentials.

[Forgot your User ID?](#)

[Forgot your password?](#)

[Return to Login Page](#)

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?](#)

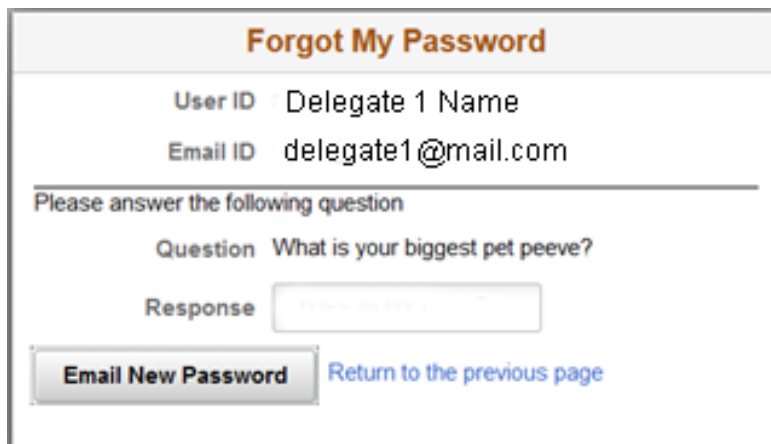
Forgot My Password

If you have forgotten your password or your password has expired, a new password will be emailed to you.

Enter your User ID.

User ID

[Continue](#) [Return to the login page](#)



Forgot My Password

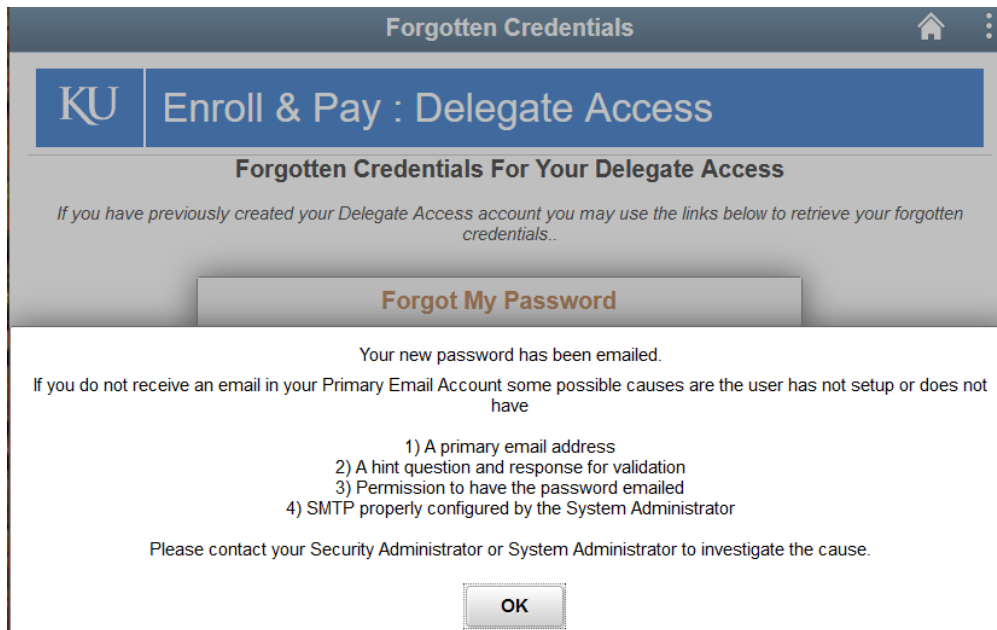
User ID : Delegate 1 Name
Email ID : delegate1@mail.com

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

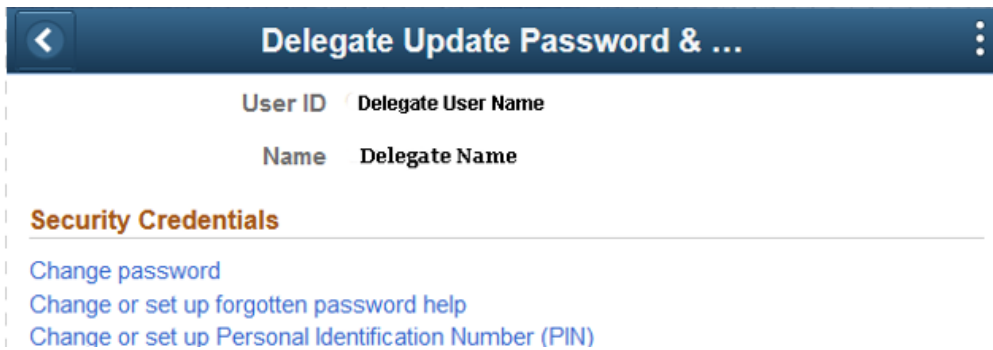
UPDATE PASSWORD & PIN

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

Update Profile and PIN



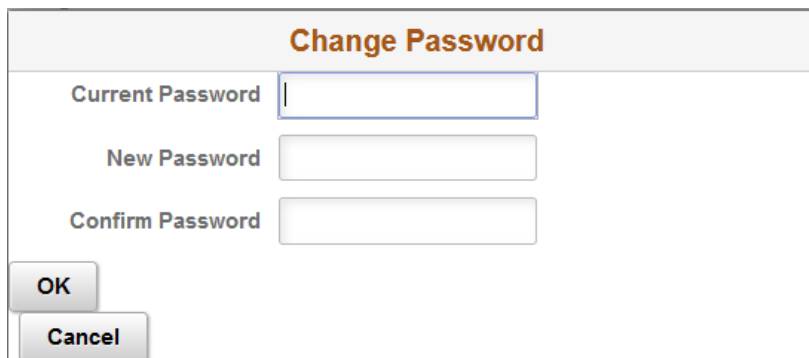
The following page will open:



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"



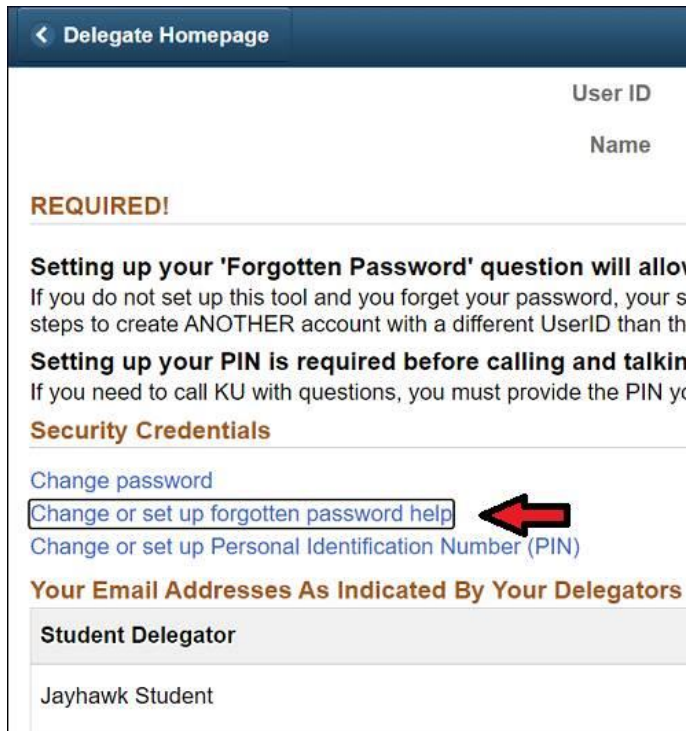
STUDENT DELEGATION

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.***

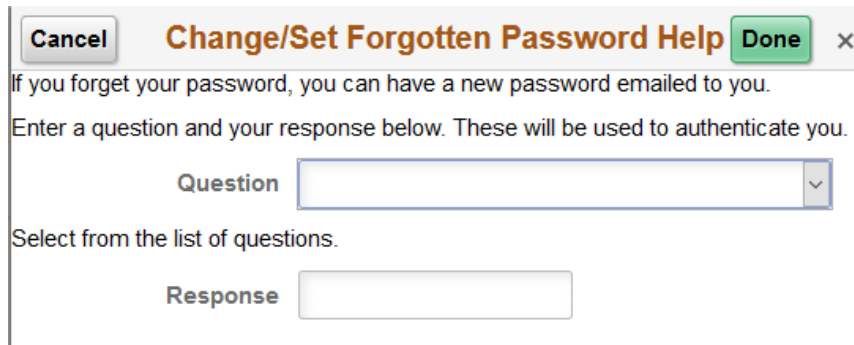


Forgot Password Security Question: in the new system, the way to do a 'password reset' is to answer a security question. This, of course, means the delegate must navigate to the 'Update Profile & PIN' tile and choose the questions and provide an answer. See images below. We have included wording in our student and delegate communications pointing out that this step is critical. 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. As staff we do not have a way to resolve this for them.

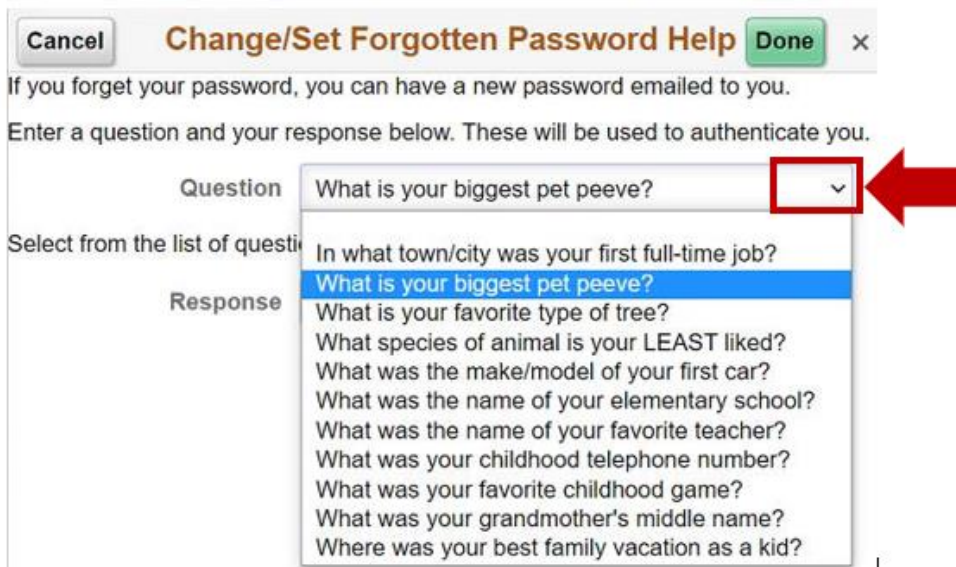


STUDENT DELEGATION

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

STUDENT DELEGATION

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

Delegates cannot update their own e-mail addresses. 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

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.**

First Time As A Delegate

Create New Account

User ID

Password ?

Confirm Password

Email Address

First Name

Last Name

Accept Terms/Conditions for Additional Student

Use Existing Account

User ID

[Forgot your User ID?](#)

Password

[Forgot your password?](#)

*** 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.

STUDENT DELEGATION

Accept Terms/Conditions for Additional Student

Use Existing Account

User ID

[Forgot your User ID?](#)

Password

[Forgot your password?](#)

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.