Delegate Access

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), a student’s educational records and student account information may not be released to a third party (e.g. a student’s spouse, parent, sponsor, etc.) without written permission from the student. Delegates may access student 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 selected by the students and their choices can be adjusted at their discretion. Delegate accounts are the only method that should be used to provide online access to a student account.

Access can be granted or revoked by the student at any time in any (or all) of these categories:

a) Class Schedule Only -- access to current class schedule [view only]
b) Financial Aid -- access to Financial Aid award information [view only]
c) Grades and Course History -- access to grades and course information [view only]
d) Student Financials -- access to view student accounts and bills. Payment of student bills are handled through Payment Delegate Access.
e) Student Financials 1098T -- access to 1098T [view only]. Note: Students, please consent to receive the electronic 1098T online.

Accessing Delegated Information

After the student has granted access, you will receive an email with a generated password. Log on to www.delegate.ku.edu. If you have been granted access to more than one student’s information, you must choose that student at this time.
If this is your first time logging into the Delegate system, you will be required to change your password and create a PIN number by going through a 3 step process.

1. **Step One: Password Management**
   Place your temporary password in the Current Password block. Create and confirm your password in the next two sections and click **Submit Change**.

2. **Step Two: PIN Configuration**
   The delegate can either use a system generated pin number or can select a four digit number and clicking on **Submit Change**. Two things must occur in order for a delegate to contact an office regarding their student’s record or account: access to that particular category must be granted and a Delegate PIN number must be confirmed. For example, if a student grants schedule only access but has not granted financial aid access to their delegate, the delegate will not be able to receive information about that student’s Financial Aid record.
3. Step Three: Security Questions

Please select and answer three security questions.

You can navigate through the granted access by utilizing the main menu and breadcrumbs at the top of the browser.
Reset Password/Forgot Your Password

If you have misplaced your password, you can request a temporary email password by going to the KU Delegate Login page (delegate.ku.edu) and clicking on Forgot Your Password.

Users will be required to update their password once they log in.