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.

Delegate Access

The Delegate Access page can be found at www.delegate.ku.edu. Please note that Delegate Access is not available on mobile devices. Specific login information will be emailed to you once a student has granted access. If you have delegate access to more than one student, you must choose that student from the pull down menu.

Access can be granted or revoked 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 and pay for student bills
- e. Student Financials 1098T -- access to 1098T [view only]

You can navigate through the granted access by utilizing the main menu and breadcrumbs at the top of the browser.
Changing Password

After receiving an email initiated by their student, delegates will log in using a system-generated password. The delegate will be required to change their password prior to gaining access to delegated information.

PIN Information

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.

The PIN number can be managed here Navigation: Enroll & Pay/Student Delegation/Account Options. The delegate can either use a system generated pin number or can select a four digit number and clicking on Change PIN.

Reset Password

If you have misplaced your password, you can reset it by going to the KU Delegate Login page (delegate.ku.edu).