Students are able to delegate access to view specific pages on a student’s Enroll & Pay account, including making payments on behalf of the student. This access can be granted and revoked, as needed.

1. Log on to Enroll and Pay (https://sa.ku.edu). Currently, the Delegate Access process is not available in mobile environments.

2. Click on the Delegation folder in the Main Menu followed by the Set Up Delegates link.
3. Please read and accept the privacy statement in order to add a delegate.

4. Click on Identify Delegate.

5. Fill in email and name of the delegate. Choose the relationship with the delegate from the pull down menu and click OK.
6. Choose which access should be granted to your delegate by clicking on the appropriate access box.

![Delegate Access Instructions](image)

**Note:** Students who delegate access to their Student Financials 1098T must first grant consent for online receipt by going to Enroll & Pay/Campus Finances/View 1098-T.

7. Click on **Notify** and then on **Send Email**. An email will be sent to your delegate with their system generated logon information.

**KU Delegate: Send Email**

![Email](image)
8. At this point, you can add other delegates by clicking on the “Add New Parent or Guardian” tab at the bottom of the page. Each delegate must be identified individually.

9. Click the **Save** button at the bottom left of the screen before exiting this page.

Changes to delegate access can be made at any time, whether that is to different pieces of access or to the entire system as well. You can revoke access by clicking the **Deactivate** button under the delegate.