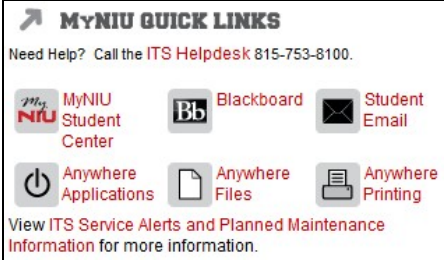

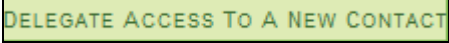
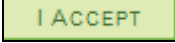
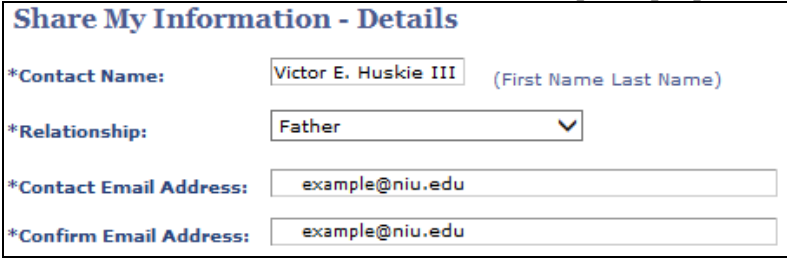


Granting Shared Access to a Family Member or Guest

After Successful login to the MyNIU portal at <https://myniu.niu.edu>:

Step	Action																						
1.	<p>Click on the Student Center link</p> 																						
2.	<p>Click the Share My information button.</p> 																						
3.	<p>Click the Delegate Access To A New Contact button.</p> 																						
4.	<p>After reading the Terms and Conditions, click the I Accept button.</p> 																						
5.	<p>Fill in the Contact Name, Relationship, Email Address, and confirm the Email Address. A student can share information with up to 2 people.</p> 																						
6.	<p>Read the Description of each Transaction Name and then select the areas to share by using the check boxes.</p> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Academics - View Grades</td> <td>View Grades</td> </tr> <tr> <td><input checked="" type="checkbox"/> Academics - View Student Schedule</td> <td>Delegate the ability to view the student schedule.</td> </tr> <tr> <td><input checked="" type="checkbox"/> Academics - View Transfer Credit Report</td> <td>Delegate the ability to view the Transfer Credit Report.</td> </tr> <tr> <td><input type="checkbox"/> Admissions - View Admission Status</td> <td>Delegate the ability to view the admission status.</td> </tr> <tr> <td><input checked="" type="checkbox"/> Financial Aid - View Financial Aid Awards</td> <td>Delegate the ability to see financial aid award information.</td> </tr> <tr> <td><input checked="" type="checkbox"/> Financials - Make A Payment</td> <td>Delegate the ability to make a payment on the student account.</td> </tr> <tr> <td><input checked="" type="checkbox"/> Financials - View Account Statements</td> <td>Delegate the ability to view student account statements.</td> </tr> <tr> <td><input checked="" type="checkbox"/> Financials - View Due Charges</td> <td>Delegate the ability to view due charges.</td> </tr> <tr> <td><input type="checkbox"/> Financials - View Term Account Detail</td> <td>Delegate the ability to view student account information by term.</td> </tr> <tr> <td><input checked="" type="checkbox"/> Self Service - View To Do List</td> <td>Delegate the ability to view the pending items on your to do list generated by the institution.</td> </tr> </tbody> </table>	Transaction Name	Description	<input type="checkbox"/> Academics - View Grades	View Grades	<input checked="" type="checkbox"/> Academics - View Student Schedule	Delegate the ability to view the student schedule.	<input checked="" type="checkbox"/> Academics - View Transfer Credit Report	Delegate the ability to view the Transfer Credit Report.	<input type="checkbox"/> Admissions - View Admission Status	Delegate the ability to view the admission status.	<input checked="" type="checkbox"/> Financial Aid - View Financial Aid Awards	Delegate the ability to see financial aid award information.	<input checked="" type="checkbox"/> Financials - Make A Payment	Delegate the ability to make a payment on the student account.	<input checked="" type="checkbox"/> Financials - View Account Statements	Delegate the ability to view student account statements.	<input checked="" type="checkbox"/> Financials - View Due Charges	Delegate the ability to view due charges.	<input type="checkbox"/> Financials - View Term Account Detail	Delegate the ability to view student account information by term.	<input checked="" type="checkbox"/> Self Service - View To Do List	Delegate the ability to view the pending items on your to do list generated by the institution.
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Step	Action
7.	<p>Enter and confirm a PIN. The PIN is given by the student to the person being granted access.</p> <div data-bbox="354 342 1409 422" style="border: 1px solid black; padding: 5px;"> <p>PIN: <input type="text" value="1345"/> Please provide a 4 digit pin code. This pin code will have to be communicated to the contact person in order to assist NIU staff to verify identity in the event that the delegate needs to contact the university.</p> <p>Confirm PIN: <input type="text" value="1345"/></p> </div> <p>Note: The PIN is not included in any message sent from MyNIU to the person access is being shared with. It is the responsibility of the student provide the PIN to the person they have shared access with.</p>
8.	<p>Click the Save button.</p> <div data-bbox="354 604 435 646" style="border: 1px solid black; padding: 2px; display: inline-block;"> <p>SAVE</p> </div>
9.	<p>A confirmation message will appear stating that an email notification has been sent to the student and the person they have granted access to.</p> <div data-bbox="354 730 1414 898" style="border: 1px solid black; padding: 5px;"> <p>Message</p> <p>An email notification will be sent to Victor E. Huskie III. (14025,76)</p> <p>An email notification will be sent to Victor E. Huskie III to inform him or her about the new or revoked delegated transactions. Press Ok to continue or Cancel to go back.</p> <div style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div>
10.	<p>Click the OK button.</p> <div data-bbox="354 951 500 1003" style="border: 1px solid black; padding: 2px; display: inline-block;"> <p>OK</p> </div>
11.	<p>Select Student Center from the drop down and click the GO! button to return to the student center.</p> <div data-bbox="354 1083 695 1125" style="border: 1px solid black; padding: 2px; display: inline-block;"> <p>Student Center ▼ </p> </div>
12.	<p>You have completed the Granting Access to a Family Member or Guest topic. End of Procedure.</p>