

# PowerCAMPUS Self-Service: Inviting Relatives to Access Your Information

## Sending an Invitation

If you want to allow one of your relatives to access your information, such as balance information, course schedule or grades, follow these steps to send them an invitation.

- Select the **My Profile** tab.
- Select the **Shared Access** menu item.
- Select the **Invite a User** option.
- Choose the relative who you want to give access to your information.
  - Relative** Everyone who is listed as your relative in PowerCAMPUS and has a People ID will be listed in the drop-down list. Select the relative who you want to invite to access your information via the Self-Service application.
  - E-mail Address** If your relative has a preferred e-mail address on file, it will be displayed automatically. If no e-mail address appears, or the relative prefers that we use a different e-mail address, enter your relative's e-mail address.
  - Select the access you would like shared** (for example: view grades, view schedule)
- The relative will receive an invitation via email and click on the link embedded to accept the invitation:

Dear Glenn Smith,  
You have been invited to view Jodi Smith's information in PowerCAMPUS Self-Service.  
To confirm your invitation, please select this link or copy and paste the URL into your browser:  
<https://selfservice.colby-sawyer.edu/SelfService/Account/SharedAccess/ConfirmRequest.aspx?confirmationtoken=f243020f-d943-4644-9f68-73b9daf5243e>  
This invitation will expire on 10/31/2011.  
Confirmation code: f243020f-d943-4644-9f68-73b9daf5243e  
Sincerely,  
System Administrator

- Relatives create an account from the invitation sent from the student (the Shared User will have 10 days to respond to the above mentioned e-mail or their invitation will expire).
- **Relative creates their own password but the system creates the username for them. Passwords must be set up by relative and relative must remember password! Passwords must be at least 7 char with upper and lower case plus at least one special character (!@#%&\* \_)**
- Once password is created by relative they will see the following:

**Confirm Invitation**

**Thank you for entering your information.**

An account has been created for you with the following information:

User Name **GSmith**

In order to access the student's information, please log in:

User Name  \* Required

Password  \* Required

- Relative logs in and can view shared information under View Student Information heading.

### Managing Your Invitations

Once you have invited one or more of your relatives to access your information, you should review the list to see who has accepted your invitation.

- Select the **My Profile** tab.
- Select the **Shared Access** menu item.
- Select the **Manage Invitations** option.
- Review the list of relatives who you have invited to share your information.
- If you decide not to share your information with a relative, or if he or she does not accept your invitation before it expires, you can **Remove** him or her invitation. The relative will be notified by e-mail that he or she is no longer invited to access your information.

### Managing Your Shared Users

Once you have invited one or more of your relatives to access your information, you should review the list to make sure that you have allowed them access to only the information you really want to share.

- Select the **My Profile** tab.
- Select the **Shared Access** menu item.
- Select the **Manage User Access** option.
- Review the list of relatives who you have invited to share your information.
- Enter any necessary changes.

### To Stop Sharing with a Relative Follow These Steps:

For any relative with whom you have decided NOT to continue sharing information make sure to use IE6.0 or Firefox. Using IE7.0 to delete a user will result in an error.

- Find the person's name in the list.
- For THAT user, select **Delete User**.
- Select **OK** to confirm that you want to stop sharing with this user.
- Verify that the user has been removed from your list of shared users.

## **Change Which Information is Shared**

For any relative whose access you want to change:

- Find the person's name in the list.
- Check **ONLY** those features you want **THIS** person to access.
- Select **Save Changes**.
- Review the list of access rights for those users for whom you have just entered changes.
- Select **Confirm Changes** to record your updates.
- Verify the access rights for your shared users and determine if you need to make any other changes.