

Delegated Access

Creating Your Delegate Account

Step 1: Delegate receives an email for the instruction to create an account to access the student's information.

Access to [redacted] school data has been granted to you.

Info.Tech.Service.Desk@uwsp.edu
to Dad.Pointer1

Dear Dad Pointer,

You have been granted delegate access to [redacted] University of Wisconsin - Stevens Point(UWSP) student records. You may access the following shared areas:

- Academics - Grades
- Academics - Schedule
- Financial Aid
- Student Financials - 1098
- Student Financials - Account
- Student Financials - Make a Payment
- Tasks & Holds

If you have questions about your access, please check with your student. It is your student's responsibility to assign delegate access permissions, and you will be able to view only the shared areas that your student has selected for you.

Please follow the instructions below to accept delegate access. If you are using the same computer as your student, please use a different Web browser or sign out and exit the browser before beginning the process below.

How to accept delegated access

1. Click [Create Delegate account & Accept Terms/Conditions](#). You will be guided through the steps to create an account.
2. Sign-in Instructions:
 - o If you have NEVER logged into the accessPoint system, please use the **First Time as a Delegate - Create Your Account Registration** section to create a new account.
 - Or
 - o If you have previously successfully logged into the accessPoint system, please login under the **Accept Terms/Conditions for Additional Student** section.
3. When accessing the **Terms and Conditions** page, you will need to enter the following information:
 - o Your Security Key: X39UOH8
 - o Your email address: Dad.Pointer1@gmail.com
4. After creating an account and accepting terms and conditions, use this link for **Future Logins**: <https://accesspoint.uwsp.edu>
5. Once you have logged in, please click the Update Password and PIN tile. The click the Personal Identification Number menu pick to set your PIN in order to contact UWSP for assistance or questions.

A step by step instructions on how to set up your Delegate Access account is available at: <https://www.uwsp.edu/acadaff/accesspoint/help/Pages/default.aspx?Classification=Delegates>

If you have questions or need assistance, please contact our [IT Service Desk](#).

Step 2: The delegate clicks on the link identified in Step 1 of the email above and then fills out the information in the **First Time As A Delegate** section. Click **Create Account**.

Delegate Create Account/Terms

UWSP - Accept Terms & Conditions of being a Delegate

You are required to accept the Terms & Conditions for EACH student who grants you access to their information.

First Time As A Delegate

Create Your Account

Email Address

Create a password

Confirm your password

First Name

Last Name

Need Help? Contact the UWSP It Service Desk at 715-346-4357



University of Wisconsin
Stevens Point

Step 3: Read the **Terms and Conditions** and click **I Accept the terms and conditions** button.

UWSP - Accept Terms & Conditions of being a Delegate

Terms and conditions for accessing somebody else's data

You have been granted access to view or update data that belongs to somebody else. By accepting these terms and conditions, you consent to protect the privacy of the data and to use or modify the data fairly and lawfully. The following terminology applies to these Terms and Conditions: "Delegator" refers to the person who delegated you access. "Proxy" refers to you, the person authorized to view or update the Delegator's data on his or her behalf. Agreement: All proxies are required to sign this agreement for each of the delegators that delegated them access to their data confirming their understanding and acceptance of this policy. You sign the agreement by accepting the terms and conditions, entering your Security Key and your email address.

Accept/Decline

I accept the terms and conditions No

I decline the terms and conditions No

Step 4: The **DA Security Key** and **Contact Email** information are in the email you received.

Security Key

Enter the Security Key included in the email notification you received

DA Security Key

Enter the email address that the notification was sent to

Contact Email

Step 5: After clicking the **Submit** button, the delegate is presented with a confirmation message.

Delegated Access Completion

To complete the process, please logout and log back in for the changes to take effect.

Step 6: The delegate can now login with the User ID(Email address) and a password that they have created.

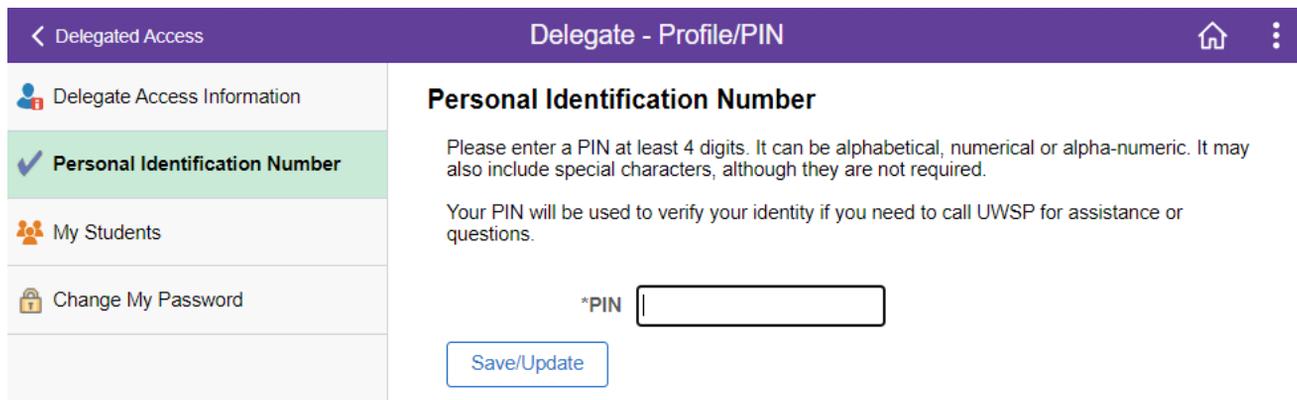


The image shows the 'accessPoint UWSP STUDENT INFORMATION SYSTEM' logo at the top. Below it is a 'Secure Logon for UWSP AccessPoint' form. The form has two input fields: 'User ID' with the text 'Dad.Pointer1@gmail.com' and 'Password' with a masked field of dots. A yellow 'Logon' button is below the fields. At the bottom, there is a note: 'Applied Students - Your User ID is your 8-digit Student ID' and 'Delegates - Your User ID is your email address'.

Step 7: Click the **Update Password and PIN** tile.



Step 8: Click the **Personal Identification Number** from the menu.



The image shows a web page titled 'Delegate - Profile/PIN'. On the left is a navigation menu with four items: 'Delegate Access Information', 'Personal Identification Number' (highlighted with a green bar and a checkmark), 'My Students', and 'Change My Password'. The main content area is titled 'Personal Identification Number' and contains the following text: 'Please enter a PIN at least 4 digits. It can be alphabetical, numerical or alpha-numeric. It may also include special characters, although they are not required.' and 'Your PIN will be used to verify your identity if you need to call UWSP for assistance or questions.' Below this text is a text input field labeled '*PIN' and a blue 'Save/Update' button.

Step 9: Enter a value in the PIN box. Click the **Save/Update** button.