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

Access to ███████████ 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 ███████████ 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:
   - If you have NEVER logged into the acceSPoint system, please use the **First Time as a Delegate - Create Your Account Registration** section to create a new account.
     Or
   - If you have previously successfully logged into the acceSPoint 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:
   - **Your Security Key**: X39UOH8
   - **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 logins with their Delegate Account in the **Accept Terms/Conditions for Additional Student** section. Click **Sign In.**

Accept Terms/Conditions for Additional Student

Use Exisiting Account

User ID (Email Address)	
Password	

Sign In

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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 [ ]

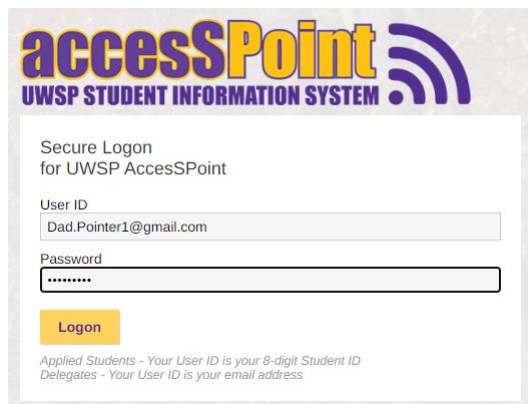Enter the email address that the notification was sent to

Contact Email [ ]

[Submit]

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.

[OK]

Step 6: The delegate logs in with the User ID(Email address) and password.
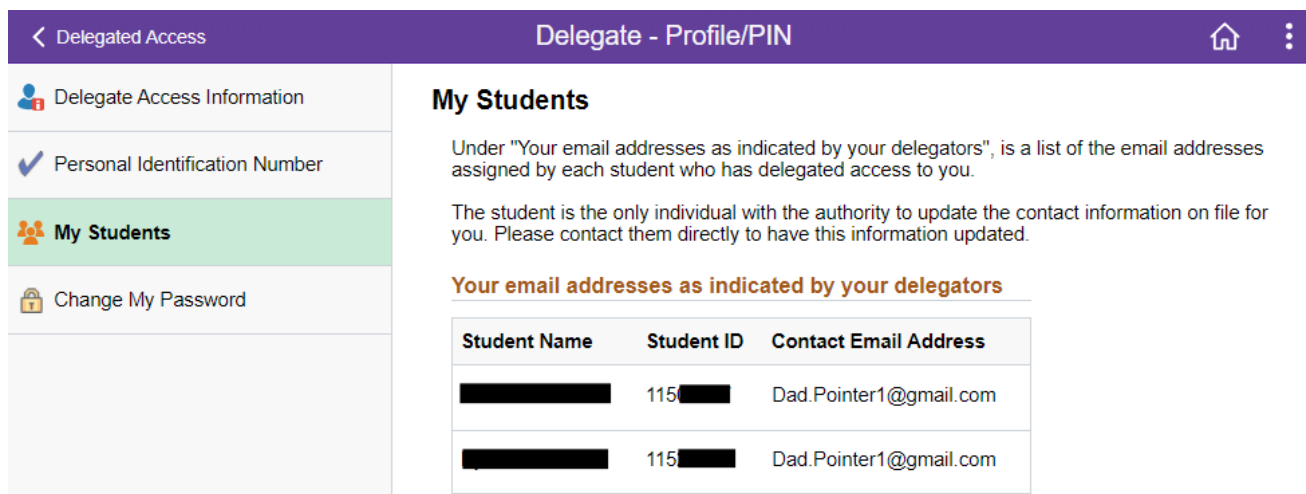
Step 7: Click the **Update Password and PIN** tile.
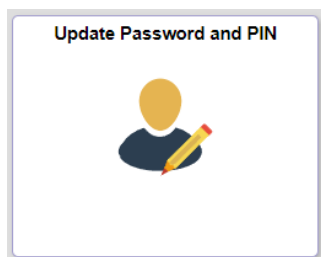
Step 8: Click the **My Students** from the menu. You will be able to see all your students that have granted you access.

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Step 9: After clicking a Tile to see your student's information, you will see a menu pick **Select Student to View**.

Student Financials

Office: Student Financials Services
Phone: (715) 346-2118
Email: Student.Financial.Services@uwsp.edu
Website: Link to office website
Note: Student Financial Services can answer inquiries related to a student bill, payment, or 1098T tax document(s).

Select the student whose data you wish to view, and click the 'Save' button. Your selection will remain in effect until you return to this page and choose a different student.

Students who granted you access to their data

◉	Student 1
○	Student 2

Save

Step 10: Click on the student you wish to view and click the **Save** button.

Step 11: If you click on a shared area that has not been granted to you to view, you will receive the below message.

The Currently selected student-delegator has not granted you access to this content.

OK

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