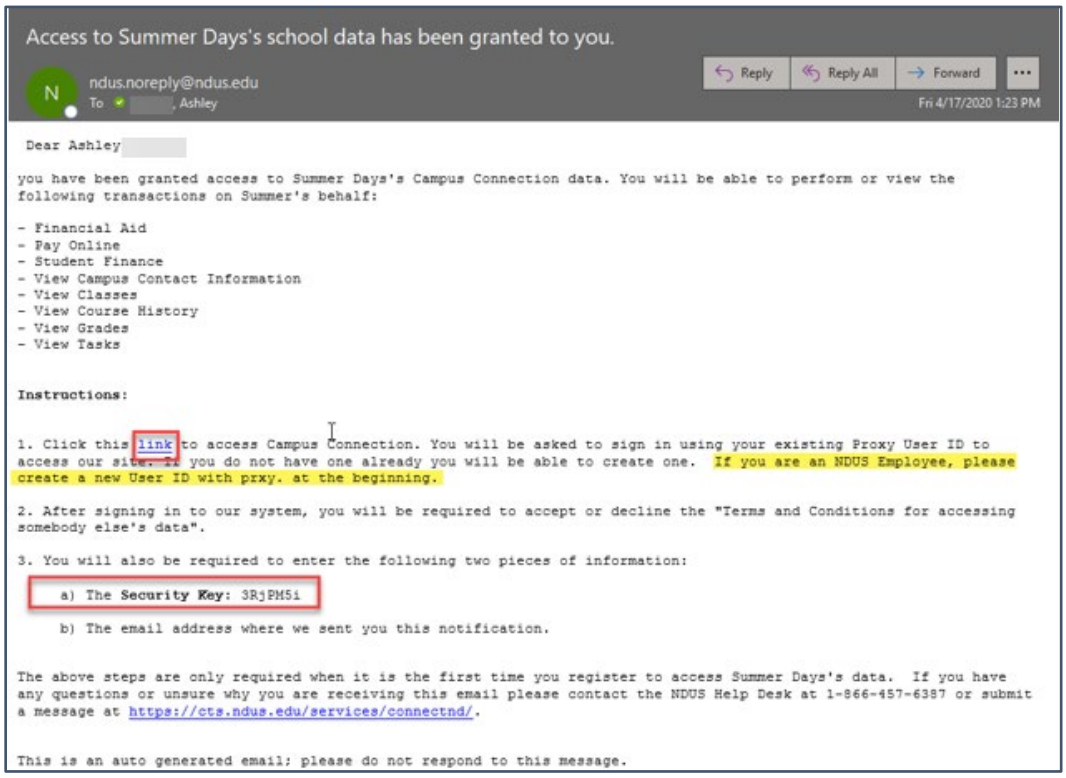
Campus Solutions Delegated Access - Proxy

This training document will show the Proxy how to register an account and view student's Campus Connection Data.

Registration

1. Read the email that you receive. This email will have an important link and security key that is **needed** for registration.



Access to Summer Days's school data has been granted to you.

ndus.noreply@ndus.edu
To , Ashley

Reply | Reply All | Forward | ...
Fri 4/17/2020 1:23 PM

Dear Ashley

you have been granted access to Summer Days's Campus Connection data. You will be able to perform or view the following transactions on Summer's behalf:

- Financial Aid
- Pay Online
- Student Finance
- View Campus Contact Information
- View Classes
- View Course History
- View Grades
- View Tasks

Instructions:

1. Click this link to access Campus Connection. You will be asked to sign in using your existing Proxy User ID to access our site. If you do not have one already you will be able to create one. If you are an NDUS Employee, please create a new User ID with prxy. at the beginning.

2. After signing in to our system, you will be required to accept or decline the "Terms and Conditions for accessing somebody else's data".

3. You will also be required to enter the following two pieces of information:

   a) The **Security Key**: 3RjPM5i

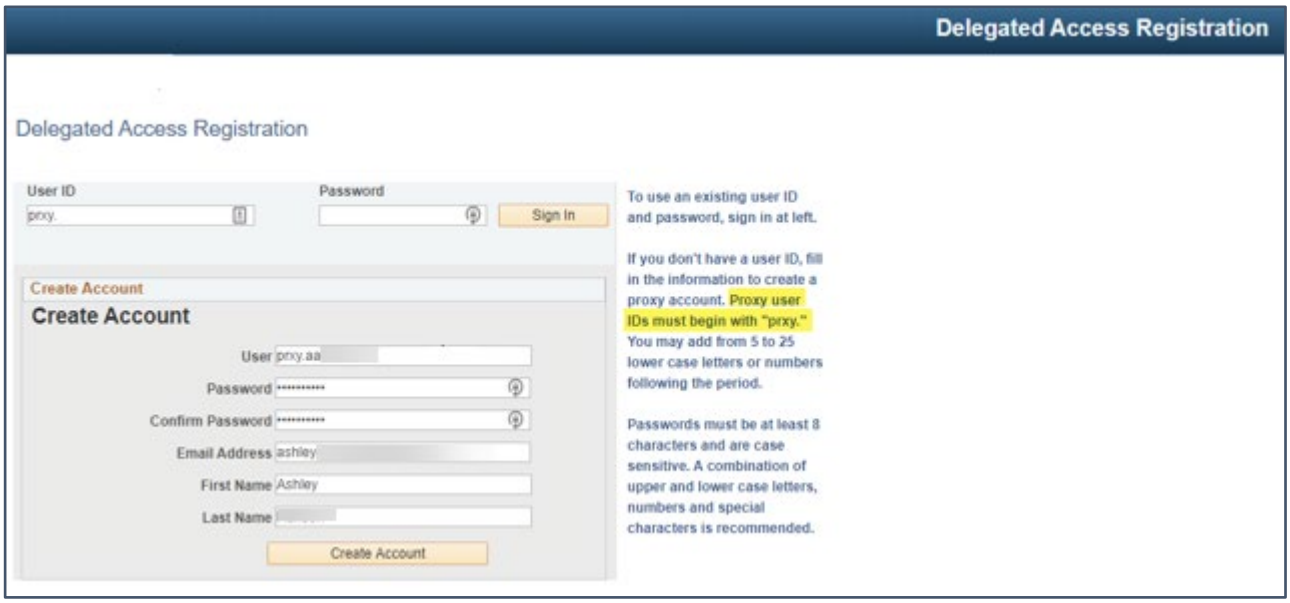
   b) The email address where we sent you this notification.

The above steps are only required when it is the first time you register to access Summer Days's data. If you have any questions or unsure why you are receiving this email please contact the NDUS Help Desk at 1-866-457-6387 or submit a message at https://cts.ndus.edu/services/connectnd/.

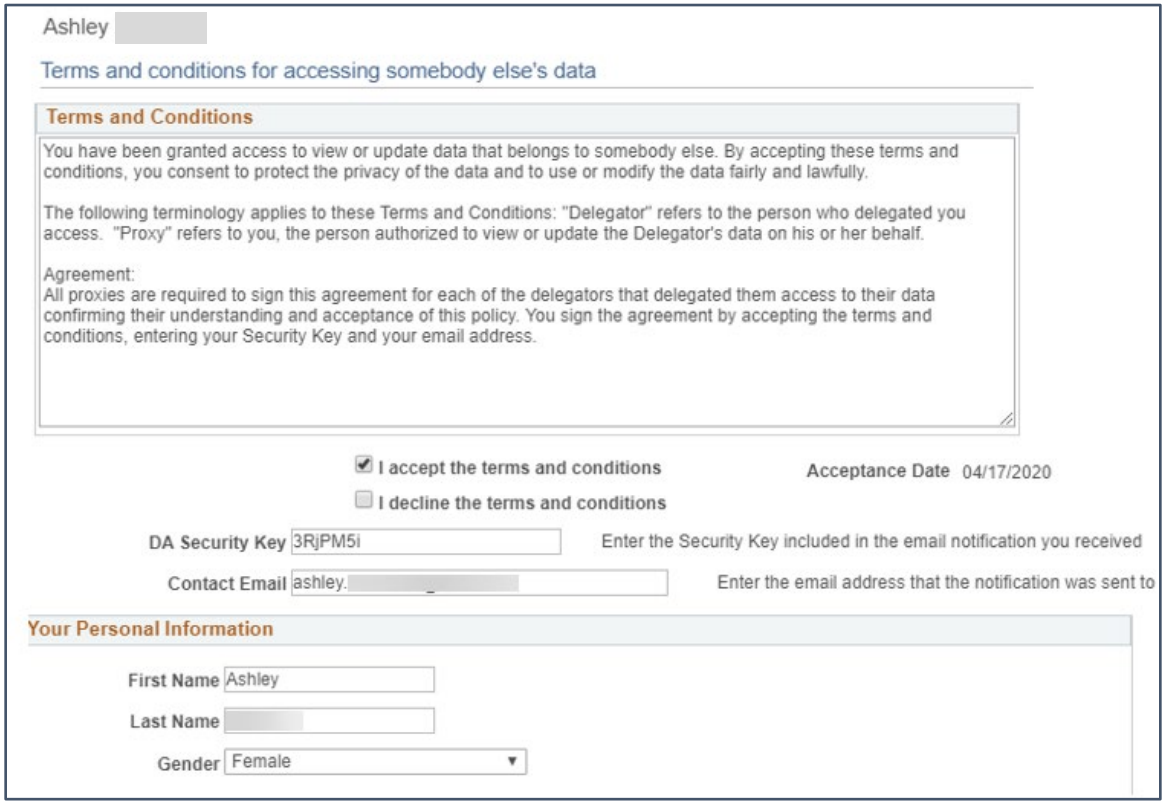
This is an auto generated email; please do not respond to this message.

Continued...

2. Once you click the link in your email, you get brought to a registration page. Here is where you will create an account if you haven't already done so. **If you are an NDUS employee, please make sure to create a new account using prxy. at the beginning.**



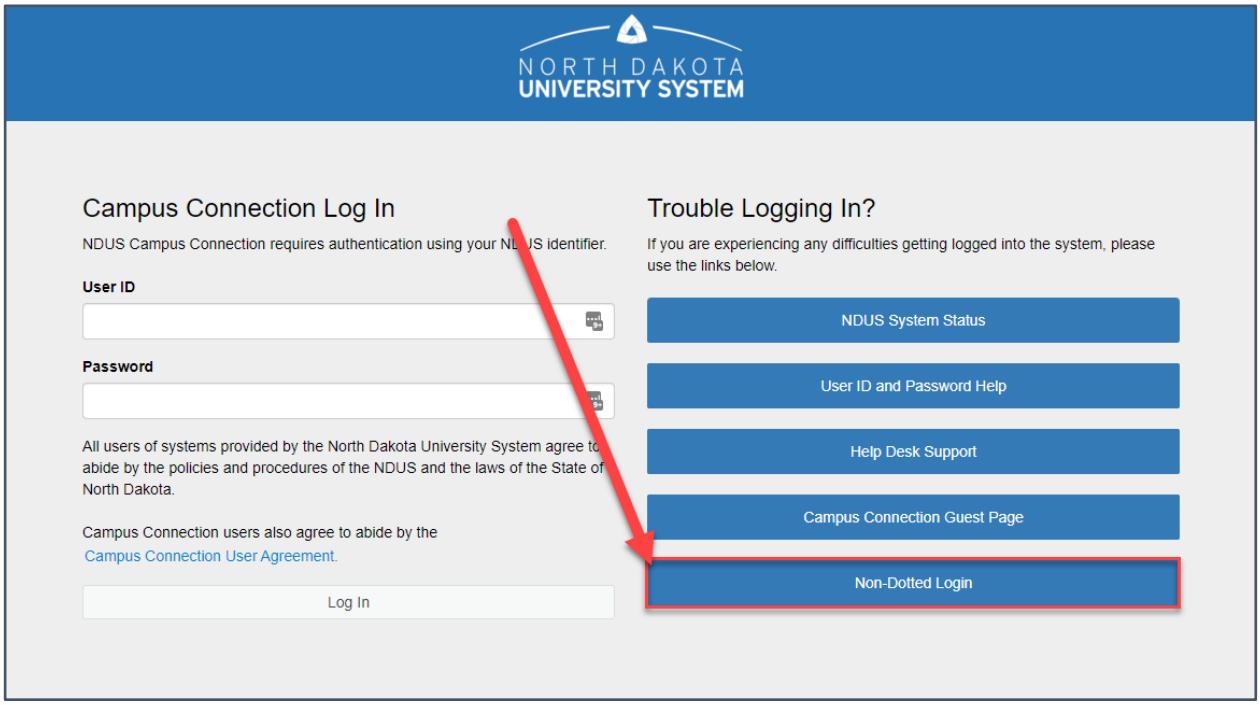
3. Proxy Terms and Conditions page. Here is where you will enter the security key from your email as well as the email address you received the email. To complete the process, click Save, log out and log back in using our Production Link.

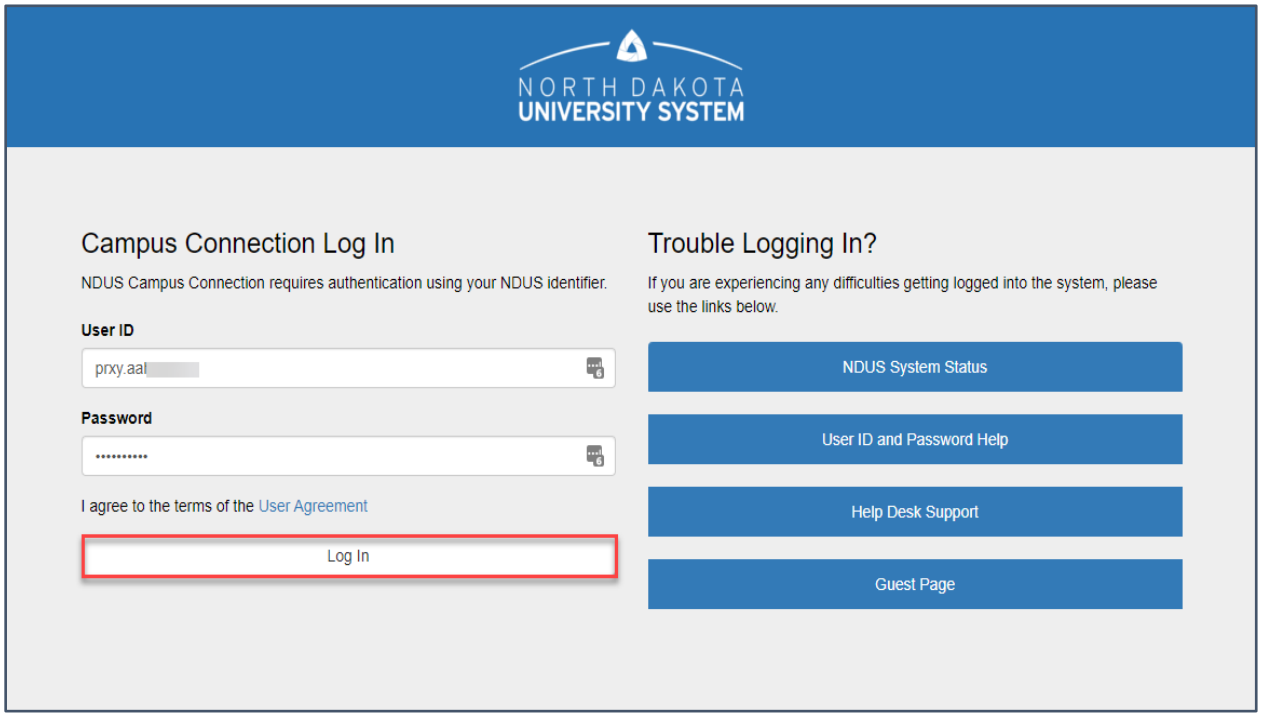


Need Assistance?
Contact the NDUS Help Desk:
1-866-457-6387
NDUS.HelpDesk@ndus.edu (email)
https://helpdesk.ndus.edu

View Student Data

1. Log In using our Production Link. And click on 'Non-Dotted Login'. Then enter your credentials.





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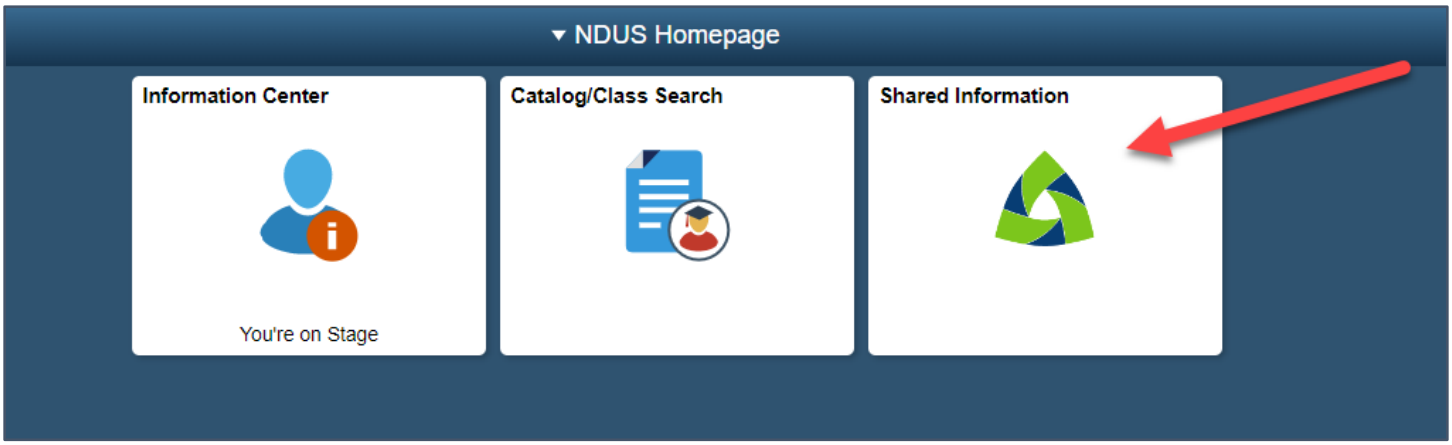
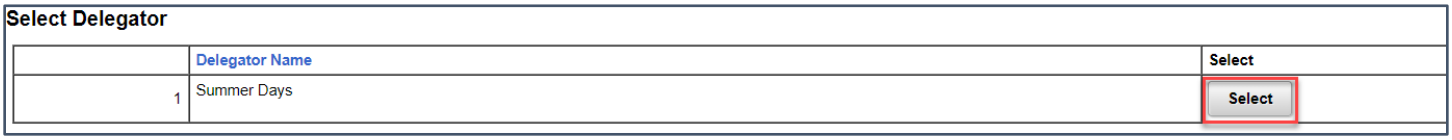
https://helpdesk.ndus.edu

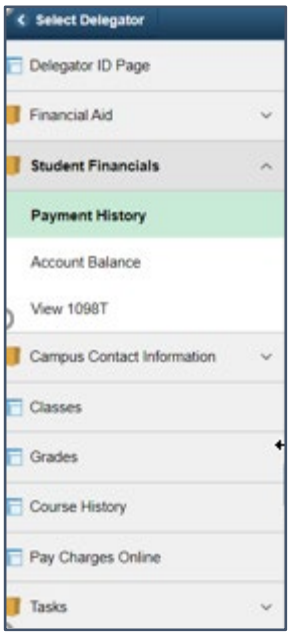
2. From your NDUS Homepage, click on 'Shared Information'



3. You will see a list of students who have delegated their access to you. Click which one you want to view.



4. From here you will see all the pages your student has delegated to you.



* **Important:** If you are wanting to make an online payment on behalf of the student, the student will also need to grant you access through Nelnet as an Authorized Payer. Here is a link to the Authorized Payer 'How to Guide'.

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