

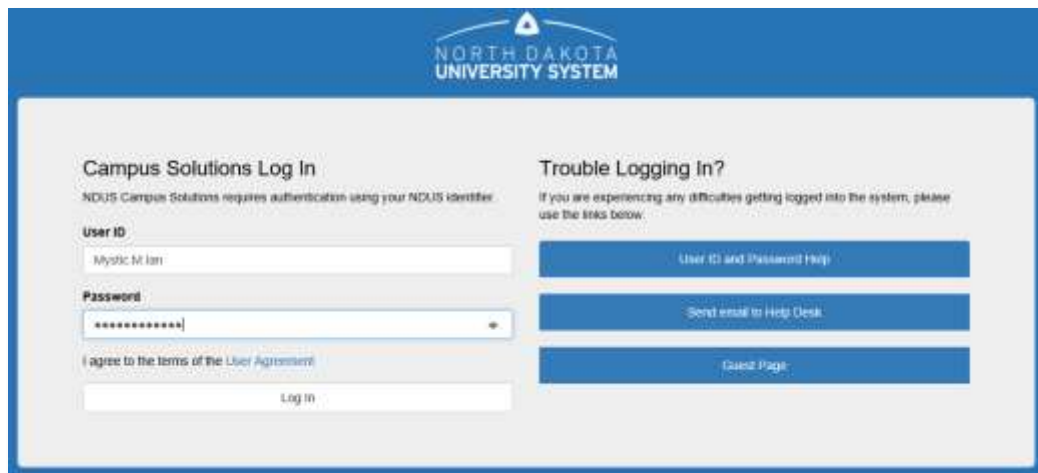
CampusConnection Helpsheet

Share My Information – Edit or Remove a Proxy

This function allows a student to update or remove access to a proxy to view or perform some actions in CampusConnection.

Edit a Proxy

1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.



The screenshot shows the login interface for the North Dakota University System. At the top, the logo for the North Dakota University System is displayed. Below the logo, there are two main sections: "Campus Solutions Log In" and "Trouble Logging In?".

Campus Solutions Log In
NDUS Campus Solutions requires authentication using your NDUS identifier.

User ID
Mystic M Iam

Password

I agree to the terms of the User Agreement

Log In

Trouble Logging In?
If you are experiencing any difficulties getting logged into the system, please use the links below.

- User ID and Password Help
- Send email to Help Desk
- Guest Page

On your Student Homepage:

3. Click **[Student Self Service]** tile.



The screenshot shows the Student Homepage dashboard with a grid of tiles. The tiles are:

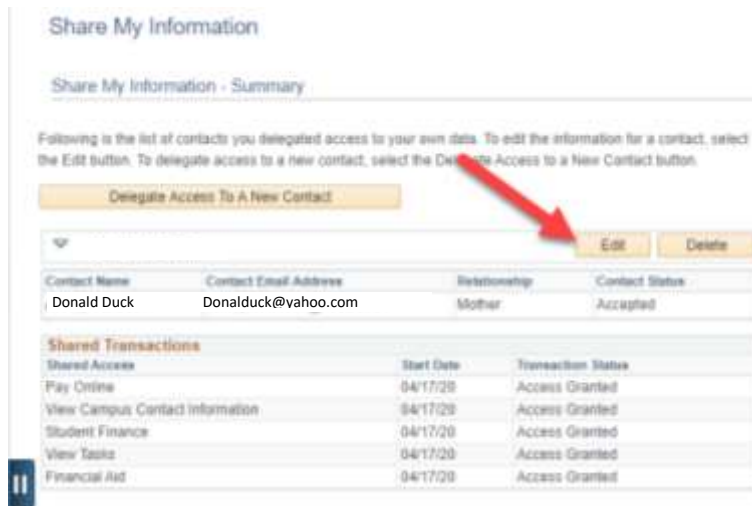
- Academic Progress**: A pie chart icon. Below the chart, it says "The Academic Requirements report is not available. A Campus Preferenc..."
- Manage Classes**: A calendar icon with a graduation cap.
- Financial Account**: An icon of a building with money.
- Financial Aid**: An icon of a student with a graduation cap and a book.
- Academic Records**: An icon of a student with a graduation cap and a book.
- Student Self Service**: A yellow tile with an icon of a student reading a book.
- Tasks and Communications**: A warning icon (exclamation mark in a triangle). Below the icon, it says "No current tasks".
- Profile**: An icon of a person with a graduation cap.
- Information Center**: An icon of a person with an information symbol. Below the icon, it says "** Outage Notice **".

On the left-side menu:

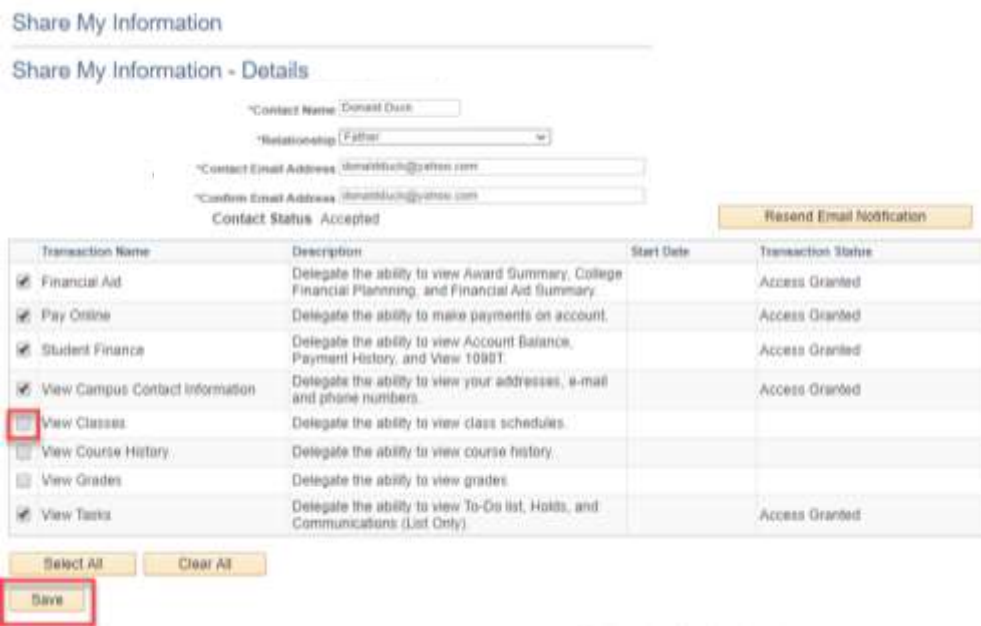
4. Select **[Share my Information]**.



5. Select **[Edit]**.



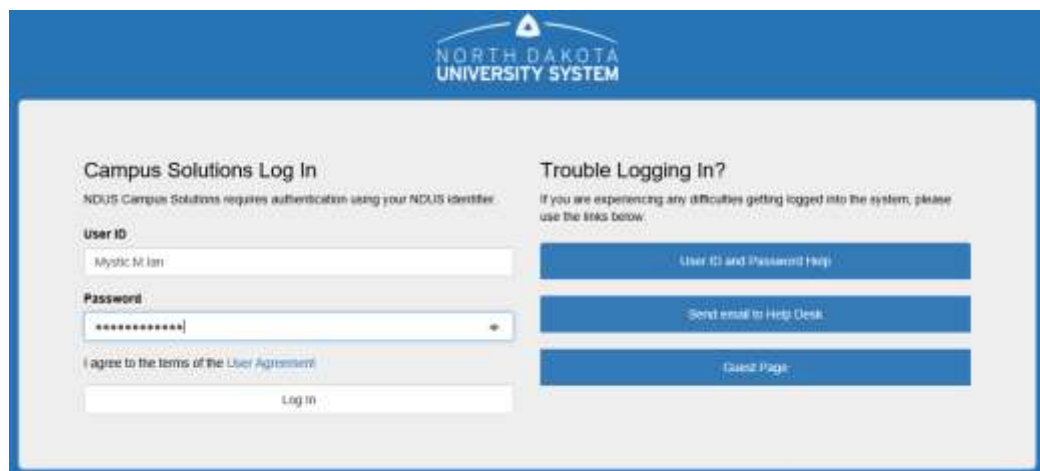
6. Update your selections by clicking which pages you would want your proxy to see or not see. Once updated, click **[Save]**. The student and proxy will both receive an email



Note: Can also resend Proxy email notification to register an account.

Remove a Proxy

1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.



The screenshot shows the login interface for the North Dakota University System. At the top, the logo for the North Dakota University System is displayed. Below the logo, there are two main sections: "Campus Solutions Log In" and "Trouble Logging In?".

Campus Solutions Log In
NDUS Campus Solutions requires authentication using your NDUS identifier.

User ID
Mystic.M.lan

Password
[REDACTED]

I agree to the terms of the User Agreement

Log In

Trouble Logging In?
If you are experiencing any difficulties getting logged into the system, please use the links below.

- User ID and Password Help
- Send email to Help Desk
- Guest Page

On your Student Homepage:

3. Click **[Student Self Service]** tile.



The screenshot shows the Student Homepage dashboard. The title is "Student Homepage". The dashboard is organized into a grid of tiles:

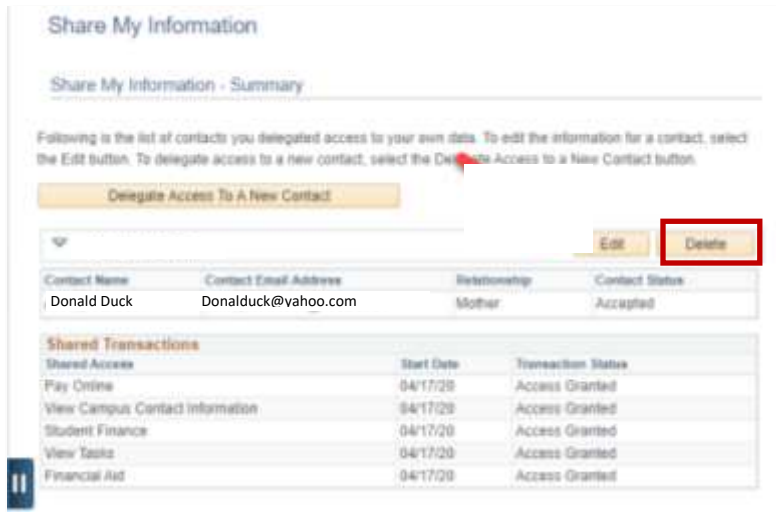
- Academic Progress**: A pie chart icon. Below the chart, it says "The Academic Requirements report is not available. A Campus Preferenc..."
- Manage Classes**: A calendar icon with a graduation cap.
- Financial Account**: An icon of a building with a graduation cap and a stack of money.
- Financial Aid**: An icon of a graduation cap and a stack of money.
- Academic Records**: An icon of a graduation cap and a stack of books.
- Student Self Service**: An icon of a person reading a book. This tile is highlighted in yellow.
- Tasks and Communications**: A warning triangle icon with an exclamation mark. Below the icon, it says "No current tasks".
- Profile**: An icon of a person with a graduation cap.
- Information Center**: An icon of a person with an information symbol. Below the icon, it says "** Outage Notice **".

On the left-side menu:

4. Select **[Share my Information]**.



5. To the right of the proxy to wish to remove access, Click **[Delete]**.



6. Click **[Yes-Delete]**.



Student and proxy will receive an email notification.