DELEGATED ACCESS Revoking Delegates' Access Guide

STEP 1: Students can revoke a delegate's access by going to the same Student Self-Service page where they granted the access.



STEP 2: To revoke certain access from a delegate, the student clicks on the **Edit** button.

STEP 3: After unchecking the ones that the student would like to revoke, similar to granting access, the student will digitally sign the revocation, accept the terms and conditions, and then click on the **Save** button.

< Save Confirm	ation		Share My	y Information
View Grades			08/04/21	Access Granted
Steve Rogers		User ID		EDIT DELETE
Contact Name	Contact	Email Address	Relationship	Contact Status
Steve Rogers			Friend	Unknown
Shared Access			Start Date	Transaction Status
View To Do List			08/08/21	Submitted
View Holds			08/08/21	Submitted
View Grades			08/08/21	Submitted
The to ten				
<u> </u>				
go to				

<	Share My Information	Share My Information -	Details	ώ	\Diamond	:				
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Sha	are My Information - Deta	ils				- 1				
		*Contact Name Steve Rogers				- 1				
	*For the purp	cose of informing Other				- 1				
		*Relationship				. 1				
	*Conta	ct Email Address				. 1				
		Institution UH-Downtown	Resend Email Notification			- 1				
	Transaction Name	Description	Transaction Status			- 1				
	Make a Payment	Delegate the ability to Make a Payment on your account.				. 1				
	View Contact Information	Delegate the ability to view your phone numbers, email addresses and addresses.				. 1				
	View Emergency Contacts	Delegate the ability to view and update your emergency contacts.				. 1				
	View Grades	Delegate ability to view your grades.	Access Granted			- 1				
	View Holds	Delegate the ability to view the holds placed on your record for specific services.	Access Granted			. 1				
	View To Do List	Delegate the ability to view the pending items on your to do list generated by the institution.	Access Granted			- 1				
	Select All Clear All					- 1				
Authenticate Identity Marification Status Panding										
Please enter your name in Last name. First name format and press Enter to continue										
Date										
I accept terms and conditions										
I decline to electronically sign this agreement.										
To request paper copies of documents or, withdraw consent to conduct business electronically, please contact the registrar's office										
	Release Form.	e nie miormation in a paper format, students will need to co	imprete the Ori Oyatelli FERFA			- 1				
Terms and Conditions Save										
	Return to Share My Information Summary									
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STEP 4: To remove access entirely from a delegate the student clicks on the **Delete** button on the page Share My Information page.

STEP 5: The student will then confirm the access deletion as shown.

< Save Confirm	ation	Share My Information		
View Grades		08/04/21	Access Granted	
Steve Rogers	User ID		Еріт Делете	
Contact Name	Contact Email Address	Relationship	Contact Status	
Steve Rogers		Friend	Unknown	
Shared Access		Start Date	Transaction Status	
View To Do List		08/08/21	Submitted	
View Holds		08/08/21	Submitted	
View Grades		08/08/21	Submitted	

Student Home	Delete Confirmation	ሴ	۵	:		
				-		
Delete Confirmation						
Are you sure you v	vant to delete Steve Rogers?					
Yes - Delete	No - Do Not Delete					