How to Set up Delegate Access

Please note: Delegate Access alone does not provide authorization to discuss student accounts with university staff, in accordance with the Family Education Rights and Privacy Act (FERPA). The student may grant authorization through QuikPAY, the third-party billing site, by adding an authorized payer.

Student Steps:

1. Log into CentralLink by visiting www.centrallink.cmich.edu
2. Click on “My Account”

3. Scroll down to click on “Delegate Access”

4. Click on “I am a current student, faculty, or staff”

5. Click “Create a new CentralLink Delegate Access Account”
6. Confirm your birthday

7. Enter the email address and first and last names of the person to whom you wish to grant access
8. Select the information you want to grant access to, then click “Create Account”
9. When the process is complete, you will see this screen

Delegate Steps: After the student has initiated the setup of Delegate Access, the Delegate will follow these steps:

1. The Delegate will receive an email with the login information
2. The Delegate should follow the link to activate the Delegate Access Account

Please Validate Your Account

Please enter your email address and the birthdate of the student who granted you resources in order to confirm your identity.

Your Email Address *


Student’s Birth Date *

Submit
3. The Delegate will be taken to the “Setup your account” page

4. Here, the Delegate will set a password and security question
5. After the Delegate activates the account, the Delegate will be taken to this page where he/she can access
the information the student has designated the Delegate to receive