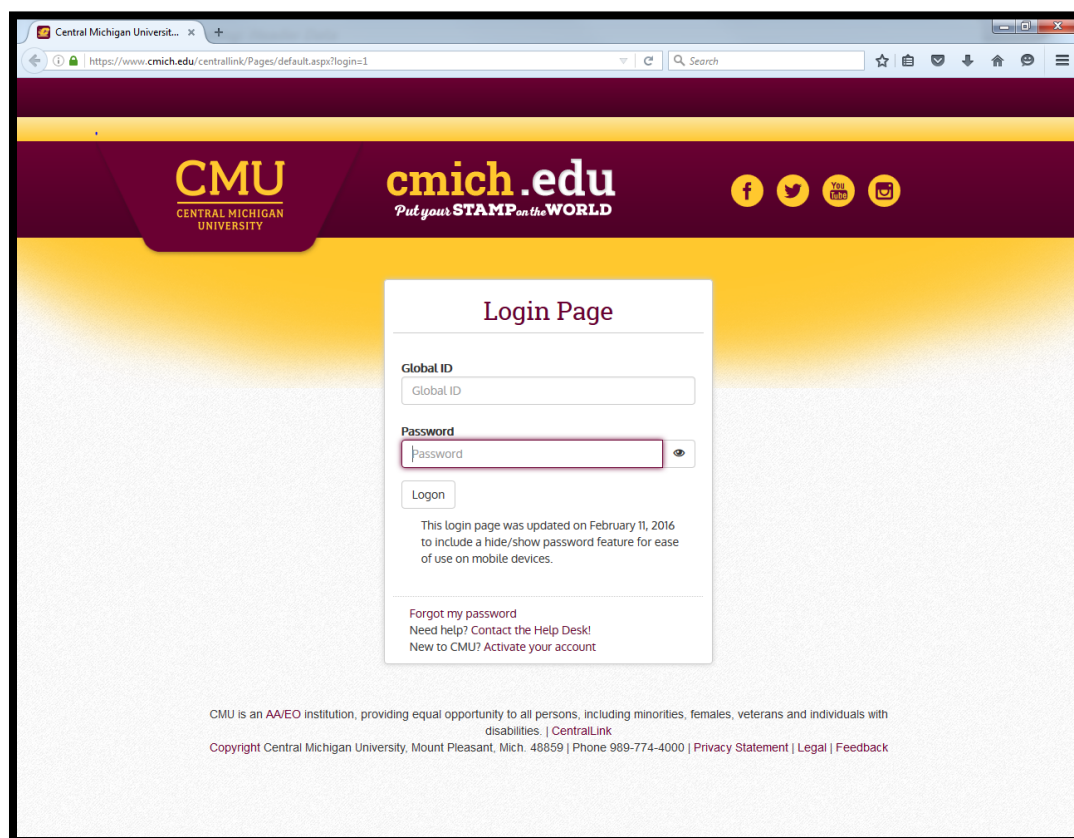


# How to Set up Delegate Access

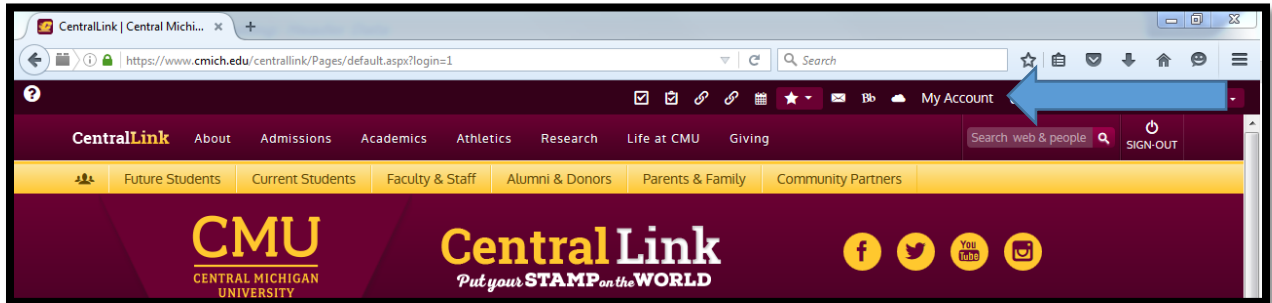
**Please note:** Delegate Access alone does not provide authorization to discuss student accounts with university staff, in accordance with the Family Education Rights and Privacy Act (FERPA). The student may grant authorization through QuikPAY, the third-party billing site, by adding an authorized payer.

## Student Steps:

1. Log into CentralLink by visiting [www.centrallink.cmich.edu](http://www.centrallink.cmich.edu)

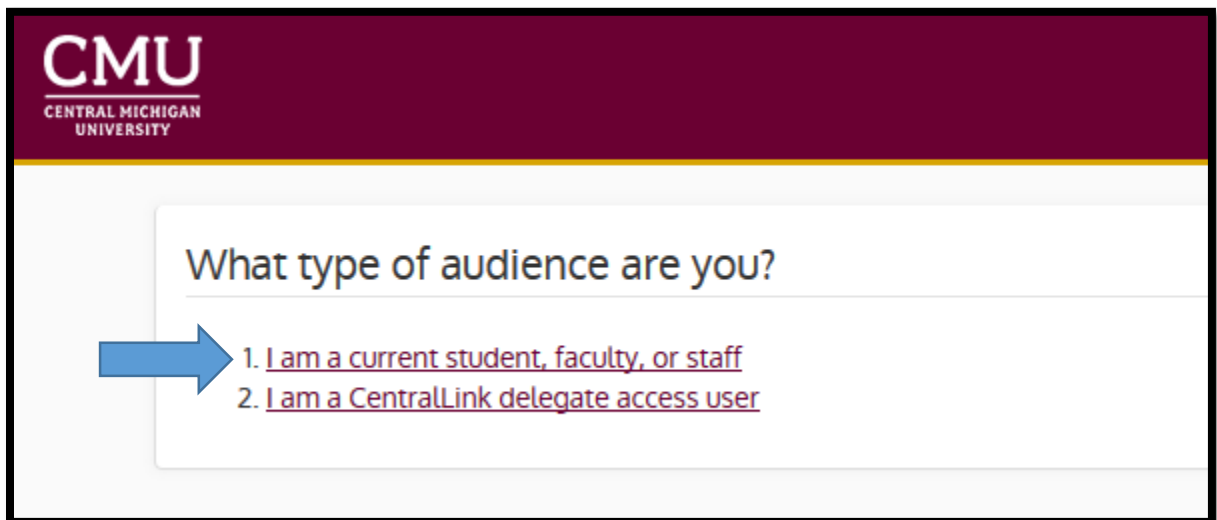


2. Click on “My Account”

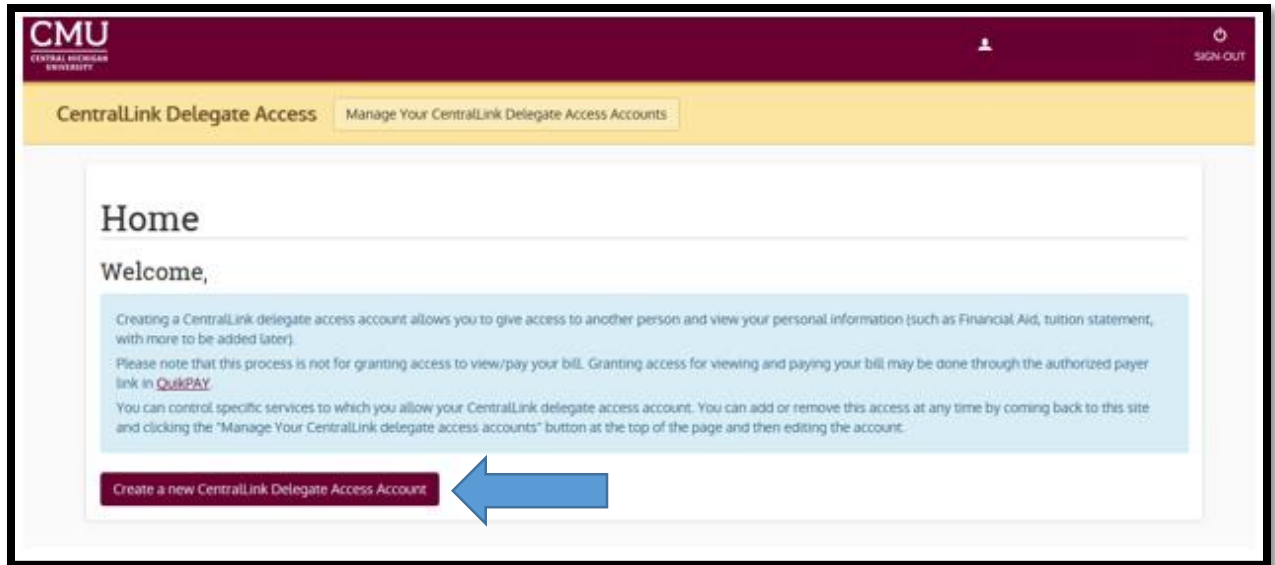


3. Scroll down to click on “Delegate Access”

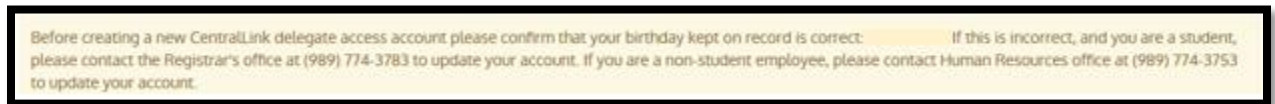
4. Click on “I am a current student, faculty, or staff”



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

Please enter below the information for the CentralLink delegate access account user you wish to create.  
All fields marked with an asterisk (\*) are required.

## General Information

Email Address \*

First Name \*

Middle Name

Last Name \*

8. Select the information you want to grant access to, then click “Create Account”

## Resource

Select different resources that will be made available for the CentralLink delegate access account on your behalf. You can either select entire services or specific actions within the service.

**Group Financial Aid:** Student financial aid information

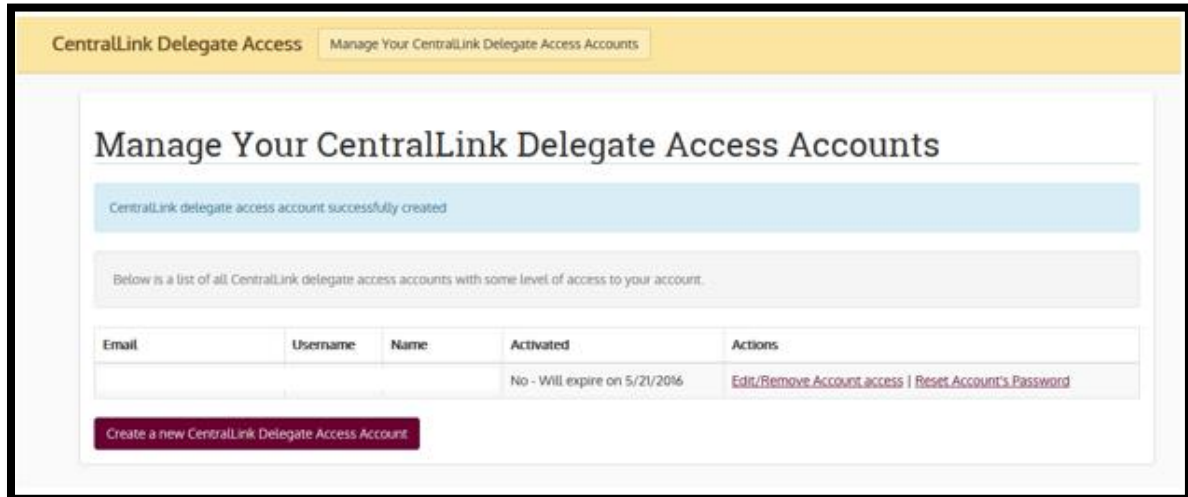
Status Page Read: Ability to view financial aid status

**Group Verification of Tuition & Fees:** Self-Serve Verification of Tuition & Fees

Tuition Statement: Access to verification of tuition & fees

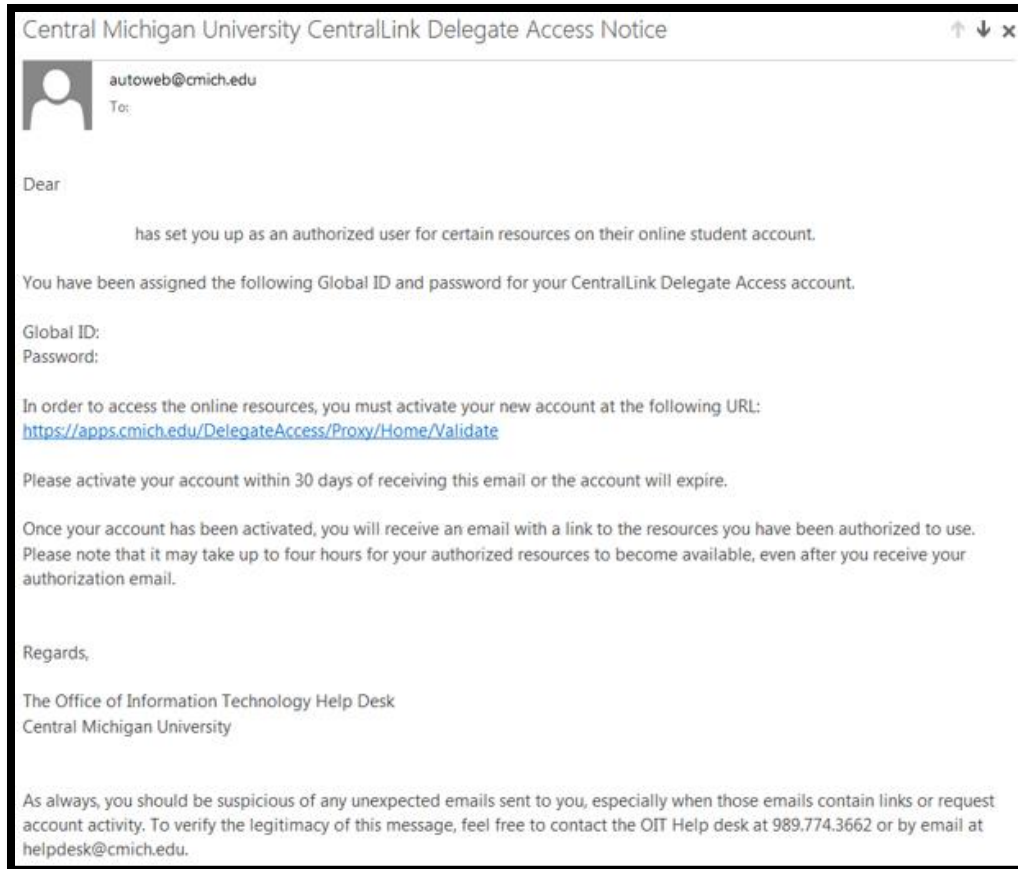
Create Account

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

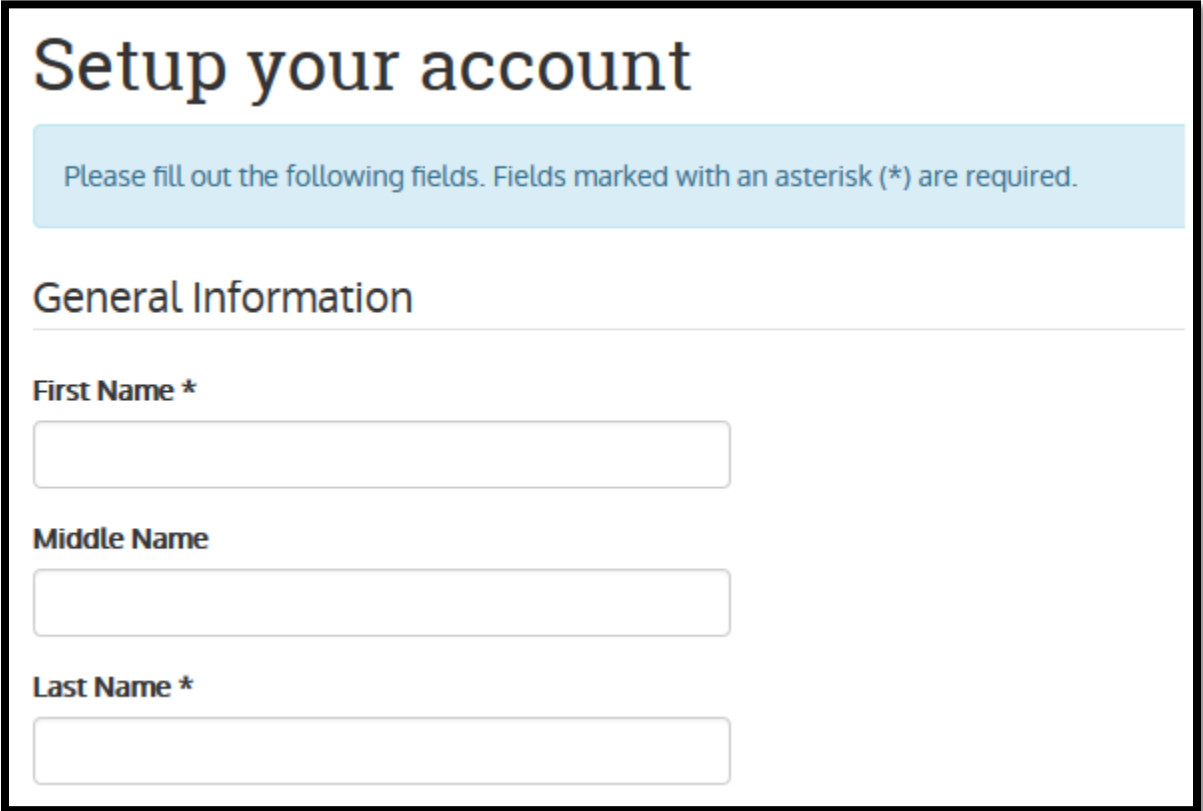
Please enter your email address and the birthdate of the student who granted you resources in order to confirm your identity.

Your Email Address \*

Student's Birth Date \*

Submit

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



**Setup your account**

Please fill out the following fields. Fields marked with an asterisk (\*) are required.

**General Information**

**First Name \***

**Middle Name**

**Last Name \***

4. Here, the Delegate will set a password and security question

## Create New Password

Note: Individual departments may have other passwords. These are not affected by a change here.

Passwords must meet the following minimum requirements if they are changed or created new:

- At least 8 total characters
- At least 1 uppercase alphabetic character (A - Z)
- At least 1 lowercase alphabetic character (a - z)
- At least one instance of the following three-character sequence:
  - an alphabetic character (A-Z or a-z)
  - a SINGLE number (0 - 9) OR a SINGLE symbol (!, #, \$, %, etc.)
  - an alphabetic character (A-Z or a-z)
- (example 1: b&a example 2: c2D example 3: J\$q)
- MUST NOT match any of your 3 previous passwords
- CANNOT resemble any large portion of your name, or common words, such as "pa\$sw0rd or cH1ppewa"

**Current Password \***

**New Password \***

**Confirm New Password \***

## Security Question

You will be asked this question in the event that you need to reset your password.

**Security Question \***

**Security Question Response \***

Activate Account

5. After the Delegate activates the account, the Delegate will be taken to this page where the he/she can access



the information the student has designated the Delegate to receive

The screenshot shows the 'CentralLink Delegate Access' web interface. At the top, there is a yellow navigation bar with the title 'CentralLink Delegate Access' and several menu items: 'Go to Your Resources', 'Change Your Password', 'Change Your Email', 'Edit Your Name', and 'Edit Your Security Question'. Below this is a main content area with the heading 'Manage Your Account'. A light blue informational box contains a disclaimer: 'Please note that delegate access alone does not provide authorization to discuss student accounts with university staff, in accordance with the [Family Education Rights and Privacy Act \(FERPA\)](#)'. Below this, a grey box states 'Below is a list of your account information.' The account information is presented in a table with two columns: 'Your login information' and 'Your Stored Name'. Below the table is a section titled 'Your Students and Available Resources' with a grey header bar. Underneath, there are two sections: 'Financial Aid - Student financial aid information' with a sub-item '• [Status Page Read](#) - Ability to view financial aid status', and 'Verification of Tuition & Fees - Self-Serve Verification of Tuition & Fees' with a sub-item '• [Tuition Statement](#) - Access to verification of tuition & fees'.