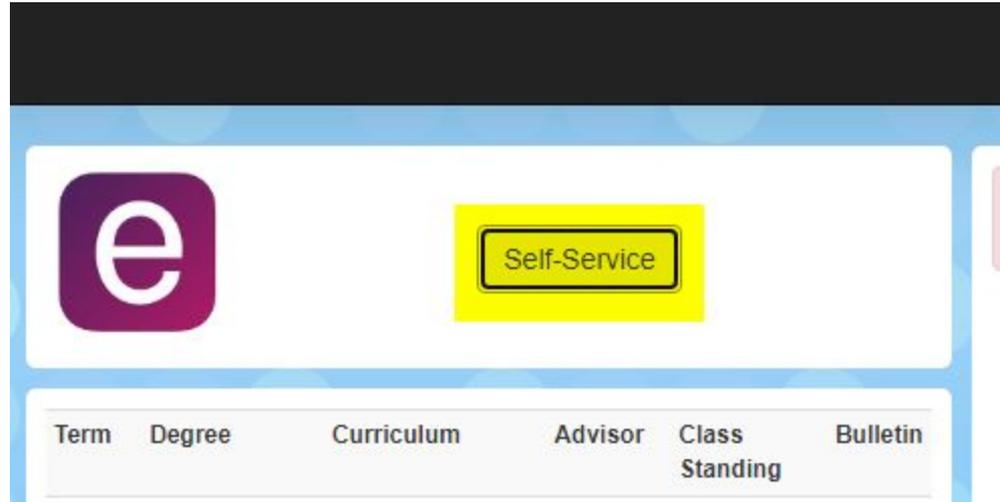


How to Share Access

at Union College

Log in at www.uCollege.edu/portal and select “Self-Service”.



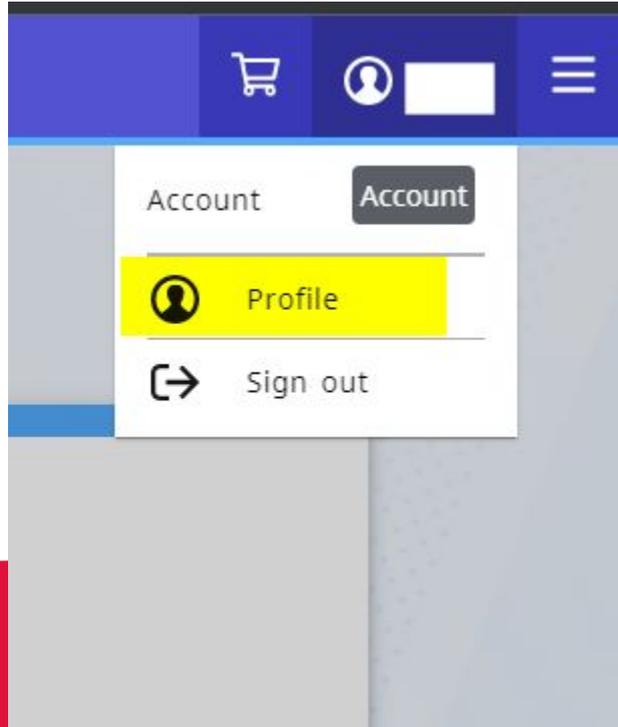
Enter in your 6-digit ID number and click next.

Sign In

[Forgot password?](#)

NEXT

Hover over your name in the top right corner and in the drop down menu, select “Profile”



Select “Shared Access” on the right.

The screenshot shows a student profile page with a blue header. On the left is a circular profile picture with the initials 'Do' and a white rectangular name field. The header features a decorative illustration of a desk with books, a lamp, and a plant. The 'ellucian.' logo is in the bottom right of the header. Below the header is a navigation menu with the following items: Profile, Account, Addresses, Phone Numbers, Emergency Contact, Preferred Name, Demographic, Ethnicity and Race, Agreements, and Shared Access. The 'Shared Access' item is highlighted with a yellow background. Below the navigation menu are four statistics cards: '14.00 Enrolled credits', '0.00 Remaining credits', '4.00 Overall GPA', and '4.00 Curriculum GPA'. To the right of these cards is a 'Contact your advisor' section with a person icon.

Profile Account Addresses Phone Numbers Emergency Contact Preferred Name Demographic Ethnicity and Race Agreements **Shared Access**

14.00
Enrolled credits

0.00
Remaining credits

4.00
Overall GPA

4.00
Curriculum GPA

Contact your advisor

If you have already shared your information, you will be able to see their names (in green) here. Or if there is a pending request, they will also be listed (in gray).

Share with



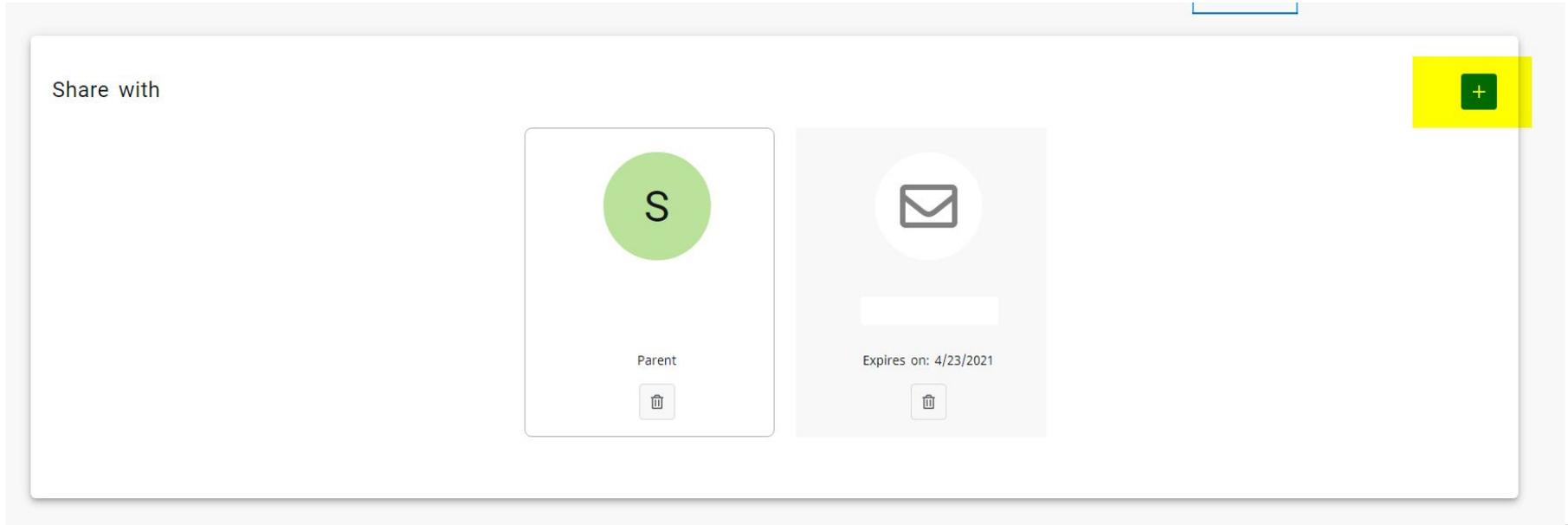
Parent



Expires on: 4/23/2021



To add a new person, click the plus sign.



Use the drop down list to select the relative you would like to share access with.

If you don't see the person listed, please email records@ucollege.edu.

Invite

Relative *
Select... ▼

E-mail address *

Options

<input type="checkbox"/> Academic plan	<input type="checkbox"/> Financial aid	<input type="checkbox"/> Schedule
<input type="checkbox"/> Address	<input type="checkbox"/> Grade report	<input type="checkbox"/> Activity grades
<input type="checkbox"/> Stop list	<input type="checkbox"/> Balance	<input type="checkbox"/> Transcript
<input type="checkbox"/> *I have read and accept the Disclosure statement		

This invitation will expire on 9/18/2022

Once the person is select, confirm that the right email is listed and select the options for access listed below.

Invite

Relative *
Staff, .

E-mail address *
registrar@ucollege.edu

Options

Academic plan

Address

Stop list

*I have read and accept the [Disclosure statement](#)

Financial aid

Grade report

Balance

Schedule

Activity grades

Transcript

This invitation will expire on 9/18/2022

SEND CANCEL

***Make sure to select the Disclosure Statement box and click
“Send”***

*I have read and accept the [Disclosure statement](#)

This invitation will expire on 9/18/2022

SEND

CANCEL

***An email will be sent to the person's listed email account.
They will need to click on the link listed.***

noreply@ucollege.edu <noreply@ucollege.edu>

1:44 PM (20 minutes ago) ☆ ↶ ⋮

to registrar ▾

Self-Service user (),

You have been invited to view information in Union College's Self-Service student information system.

To confirm your invitation, please select this link or copy and paste the URL into your browser: <https://w3.ucollege.edu/SelfService/Invitations/Confirmation/888f2d5d-1301-45d9-bfa2-7593c7fa182e>

This invitation will expire on 9/18/2022

Do not reply to this message. If you have problems please contact:

402-486-2529

records@ucollege.edu

Please note that there is an expiration date for the invitation. It is listed in Self-Service as well as the email. If the invitation expires, you will need to send another invite through Self-Service.

noreply@ucollege.edu <noreply@ucollege.edu>

1:44 PM (20 minutes ago)



to registrar ▾

Self-Service user (),

You have been invited to view information in Union College's Self-Service student information system.

To confirm your invitation, please select this link or copy and paste the URL into your browser: <https://w3.ucollege.edu/SelfService/Invitations/Confirmation/888f2d5d-1301-45d9-bfe2-7593c7fa182e>

This invitation will expire on 9/18/2022

Do not reply to this message. If you have problems please contact:

402-486-2529

records@ucollege.edu

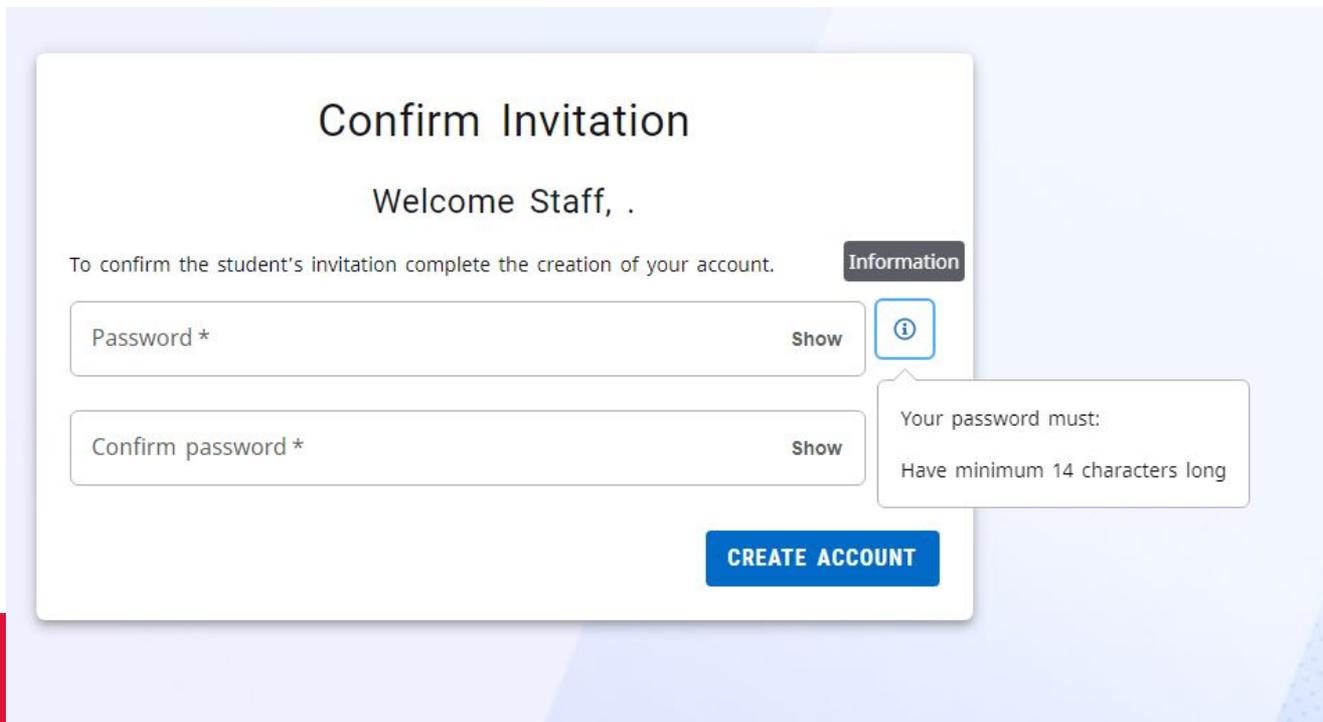


Staff, .

Expires on: 9/18/2022



Once your person clicks on their invitation link, they will need to choose a password and enter it again to confirm.



The screenshot shows a web form titled "Confirm Invitation" with the following elements:

- Title:** Confirm Invitation
- Greeting:** Welcome Staff, .
- Instruction:** To confirm the student's invitation complete the creation of your account.
- Information Tab:** A dark grey tab labeled "Information" is active.
- Password Field:** A text input field labeled "Password *" with a "Show" button to its right.
- Confirm Password Field:** A text input field labeled "Confirm password *" with a "Show" button to its right.
- Info Icon:** A blue square icon with a white lowercase 'i' is positioned to the right of the password field.
- Tooltip:** A white tooltip box with a grey border points to the info icon, containing the text: "Your password must: Have minimum 14 characters long".
- Create Account Button:** A blue rectangular button with the text "CREATE ACCOUNT" in white, centered at the bottom of the form.

After creating their account, your person will be notified via email of their username and password.

----- Forwarded message -----

From: noreply@ucollege.edu <noreply@ucollege.edu>

Date: Thu, Aug 18, 2022 at 4:28 PM

Subject: Self-Service account created

To:

Self-Service user

A new Self-Service account has been created for you:

UC-ID:

Password:

The password is case-sensitive, so make sure you enter it exactly as shown. Do not reply to this message. If you have questions or problems, please contact:

402-486-2529

records@ucollege.edu

If they already have an account (either a former student or given shared access before), they will not need to create a new password. They will just need to sign in with their current account information.

Confirmed Invitation

Welcome

You have confirmed the student's invitation. Sign in to view their information.

SIGN IN

Login

UC-ID

UCID

Password

Password

Login

[Forgot my password](#)

***Once they create their account, you will be notified that they
have accepted your invitation.***

From: noreply@ucollege.edu <noreply@ucollege.edu>

Date: Thu, Aug 18, 2022 at 4:28 PM

Subject: Shared Access Invitation Accepted

To: -

Self-Service user

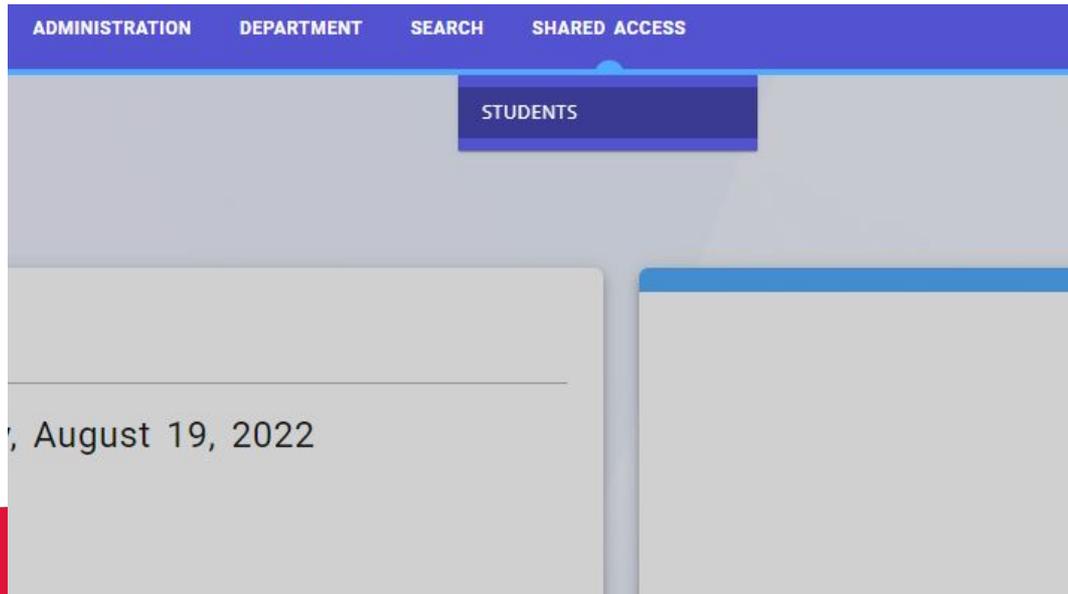
has accepted your invitation to share access to your personal information.

Do not reply to this message. If you have questions please contact:

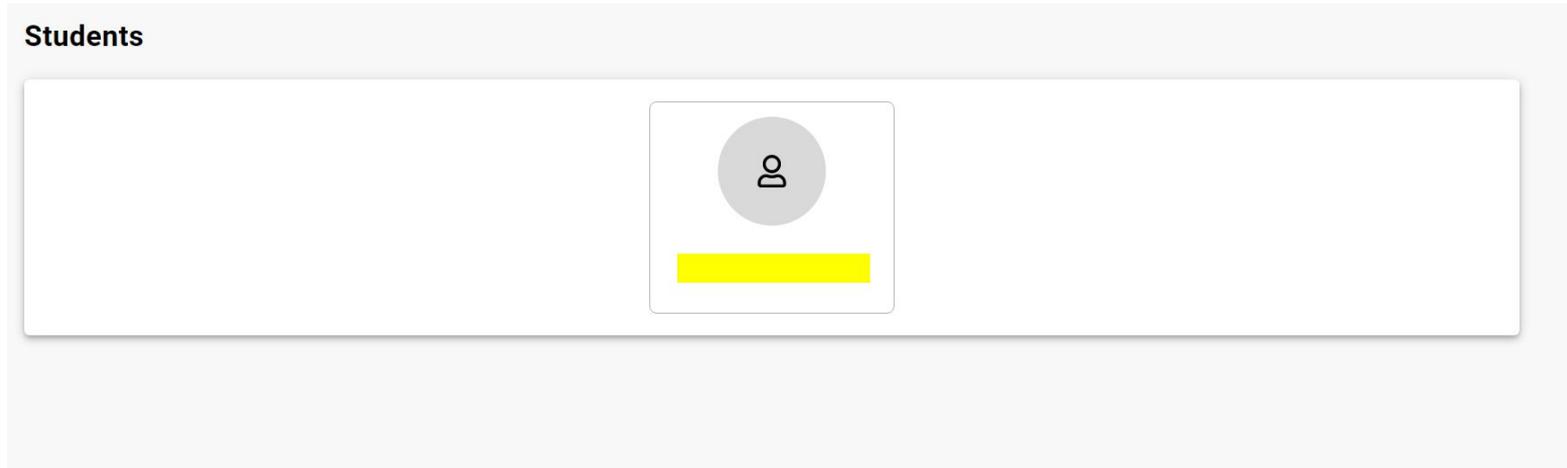
402-486-2529

records@ucollege.edu

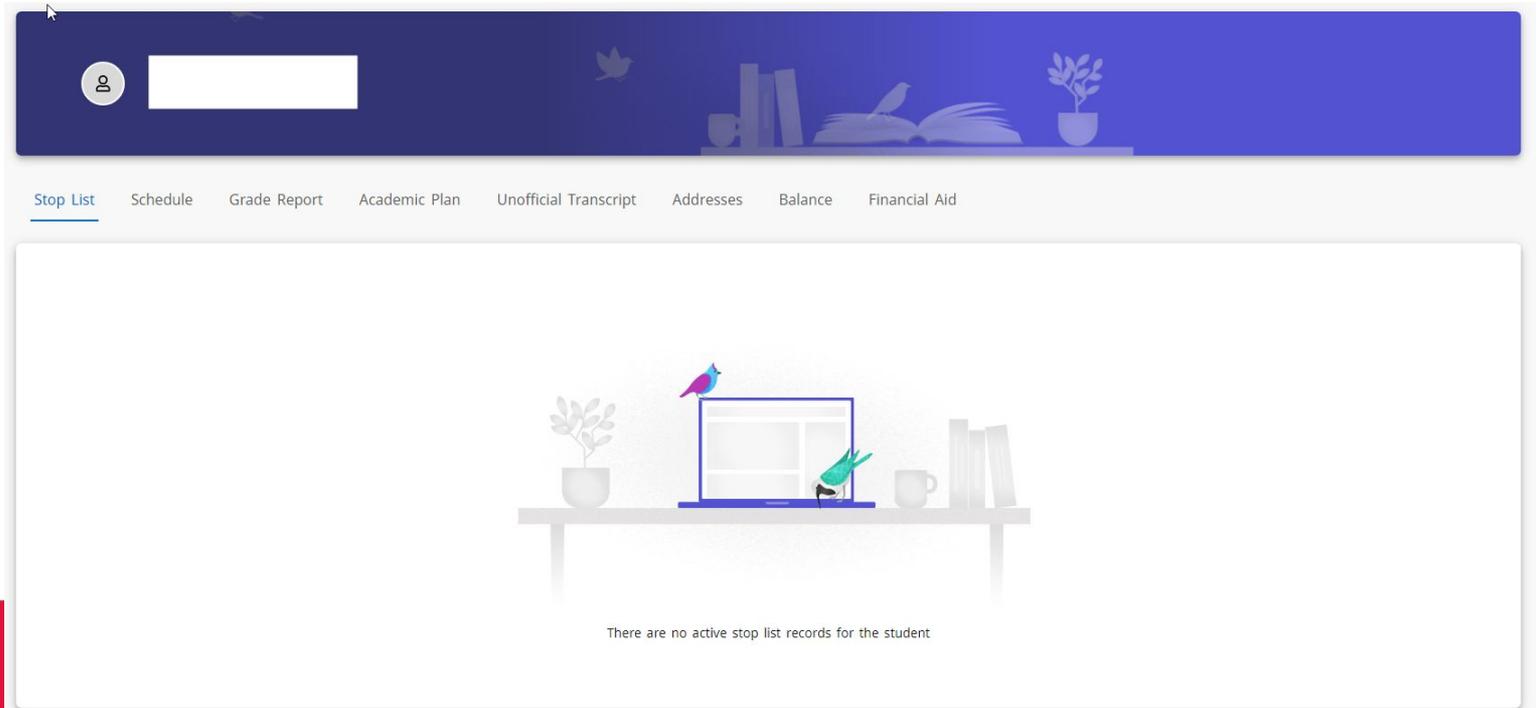
Once the person with shared access has their account set up, they will need to click on the “Shared Access” menu item and then select “Students”.



They will then need to click on the name of the student with whom they have shared access (hidden on the screenshot below).

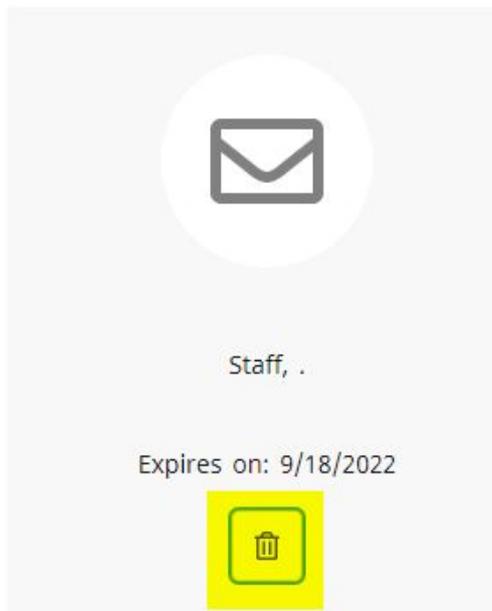


They will then be able to navigate through the specific options you have allowed them access to.



The screenshot displays a student portal interface. At the top, there is a dark blue header bar containing a user profile icon (a circle with 'D'), a white rectangular input field, and decorative icons of a bird, books, a laptop, and a potted plant. Below the header is a navigation menu with the following items: [Stop List](#) (underlined), [Schedule](#), [Grade Report](#), [Academic Plan](#), [Unofficial Transcript](#), [Addresses](#), [Balance](#), and [Financial Aid](#). The main content area is white and features a large, faint illustration of a desk with a laptop, a potted plant, a bird, and books. Below this illustration, the text reads: "There are no active stop list records for the student".

***If you would like to remove an invitation or shared access,
click the trash can button.***



Then confirm your request by selecting “Delete” again.

Delete Invitation



Are you sure you want to delete Staff, .'s invitation? This action will remove it from your list and this user will not have access to your information.

DELETE

CANCEL

Your person will receive the following email notifying them of the change.

----- Forwarded message -----

From: noreply@ucollege.edu <noreply@ucollege.edu>

Date: Thu, Aug 18, 2022 at 4:45 PM

Subject: Shared Access Removed

To:

Self-Service user

At [redacted] request, you no longer have access to [redacted] personal information.

Do not reply to this message. If you have questions please contact:

402-486-2529

records@ucollege.edu

Running into Issues?

Please email records@ucollege.edu, call the Records Office (402-486-2529) or stop by DB 507.