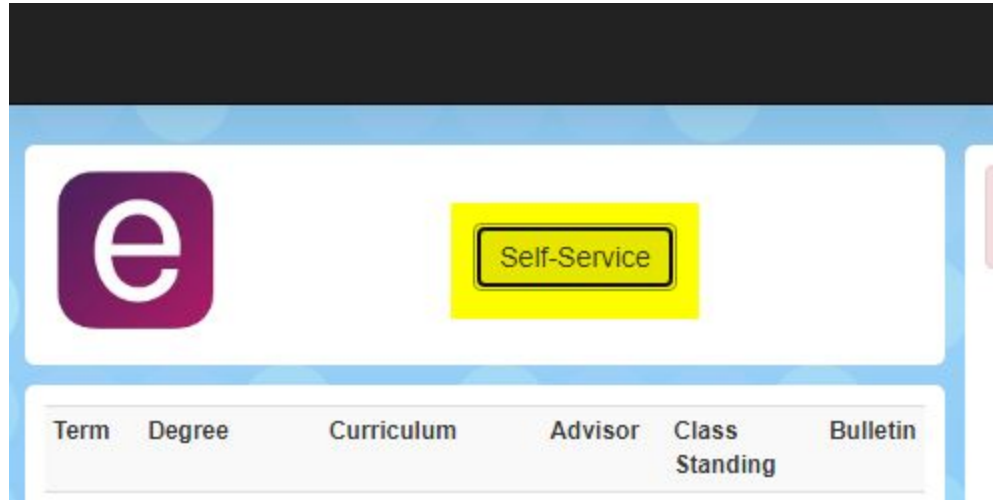


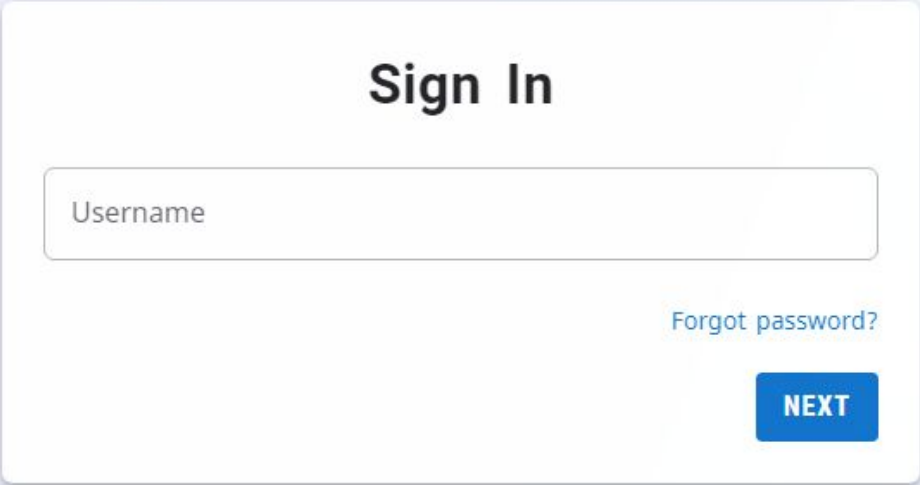
How to Share Access

at Union College

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



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

A sign-in form with a light blue background. At the top, the text "Sign In" is centered in a bold, black font. Below it is a white rectangular input field with a thin grey border, containing the placeholder text "Username". To the right of the input field, the text "Forgot password?" is displayed in a smaller, blue font. At the bottom right of the form is a blue rectangular button with the word "NEXT" in white, uppercase letters.

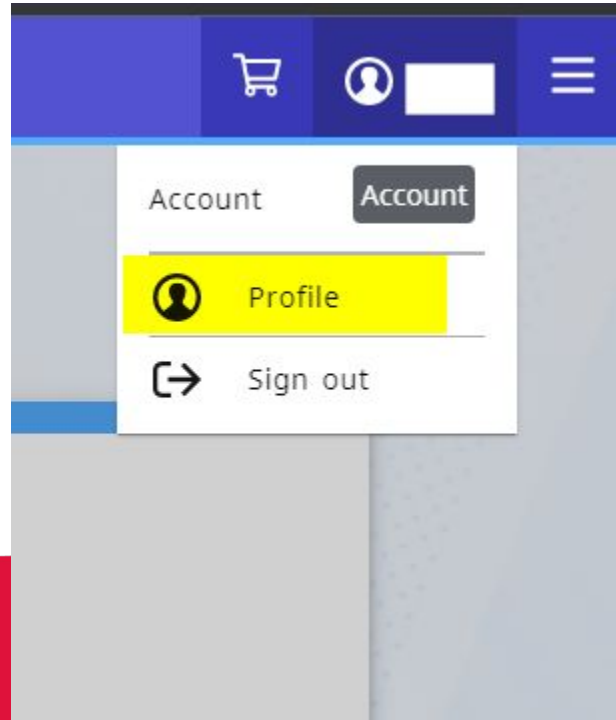
Sign In

Username

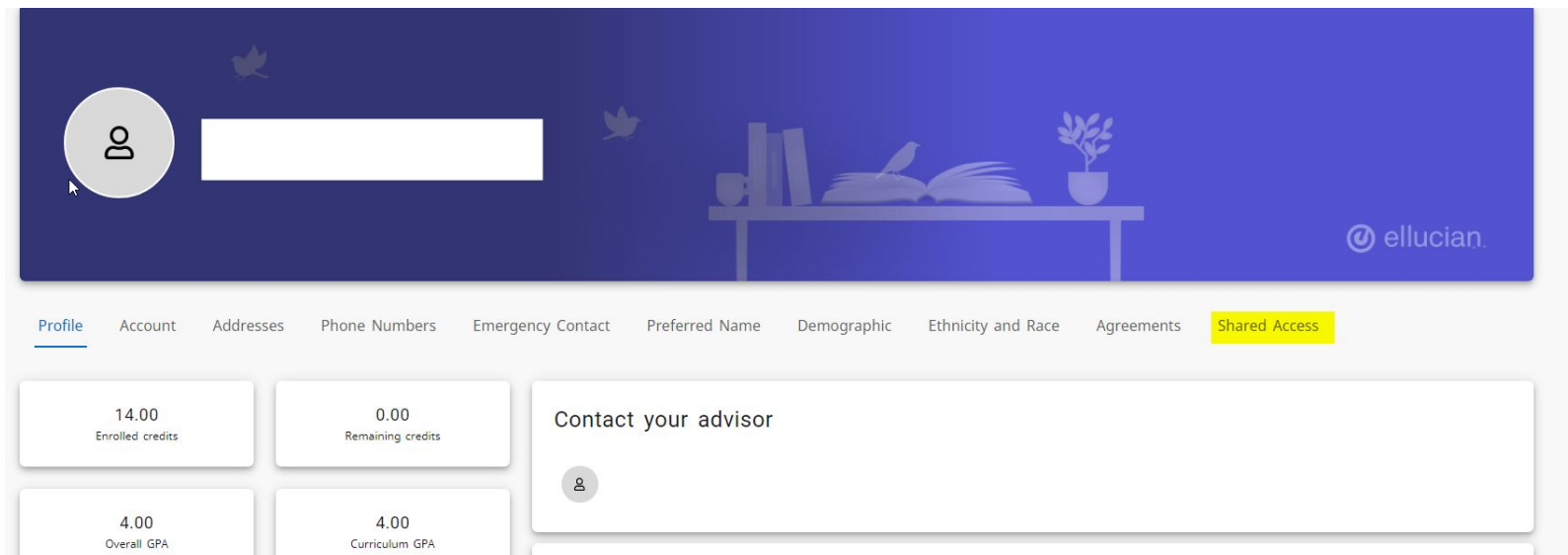
[Forgot password?](#)

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 interface. The header is a dark blue banner with a circular profile picture placeholder on the left, a white rectangular name field, and a decorative illustration of a desk with books and a plant on the right. The 'ellucian.' logo is in the bottom right corner of the banner. Below the banner is a navigation bar with tabs: Profile, Account, Addresses, Phone Numbers, Emergency Contact, Preferred Name, Demographic, Ethnicity and Race, Agreements, and Shared Access. The 'Shared Access' tab is highlighted in yellow. The main content area contains four credit/GPA boxes and a contact advisor section.

Metric	Value
Enrolled credits	14.00
Remaining credits	0.00
Overall GPA	4.00
Curriculum GPA	4.00

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



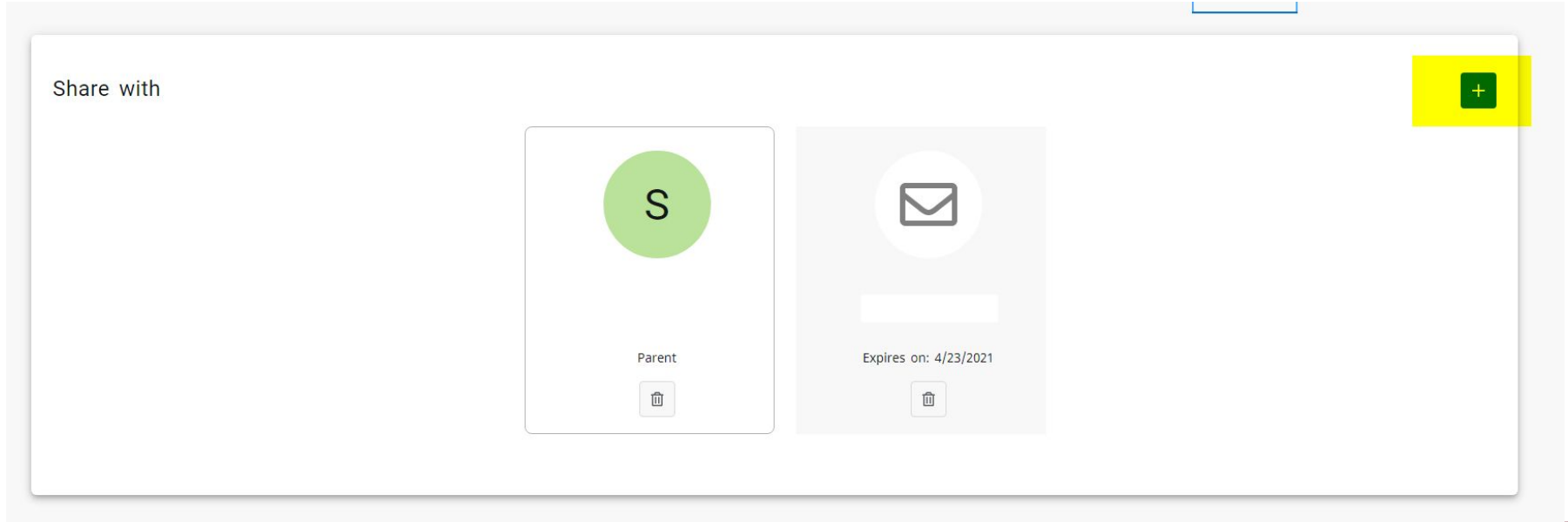
Parent



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

SEND

CANCEL

***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

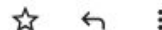
SEND

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>

to registrar ▼

Self-Service user (),

1:44 PM (20 minutes ago)



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.

Confirm Invitation

Welcome Staff, .

To confirm the student's invitation complete the creation of your account.

Information

Password *

Show

i

Confirm password *

Show

Your password must:

Have minimum 14 characters long

CREATE ACCOUNT

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

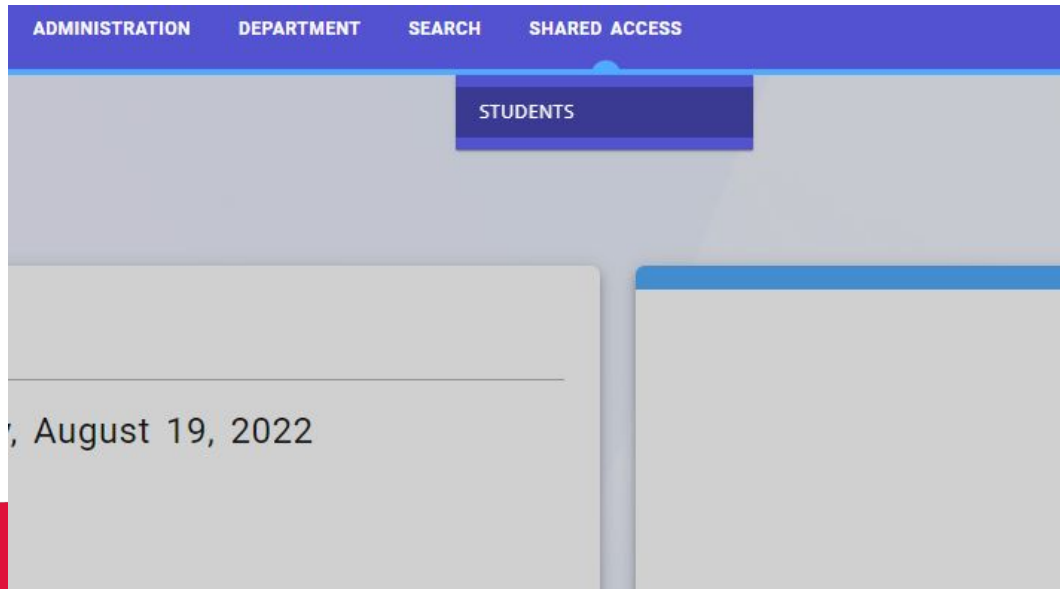
has accepted your invitation to share access to your personal information.

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

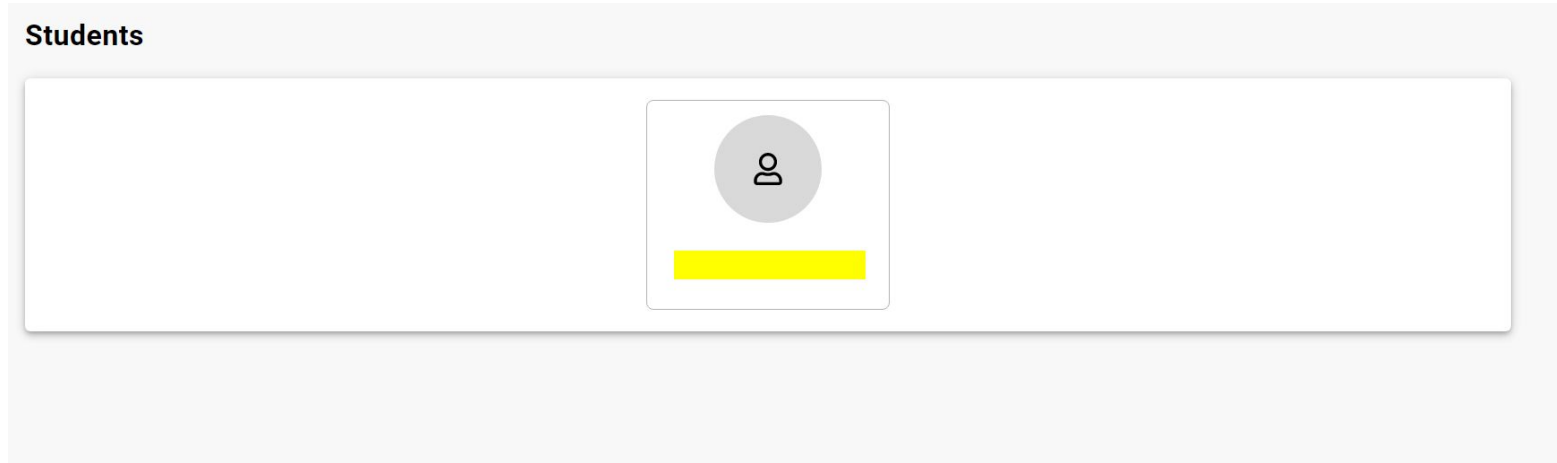
402-486-2529

records@ucollege.edu

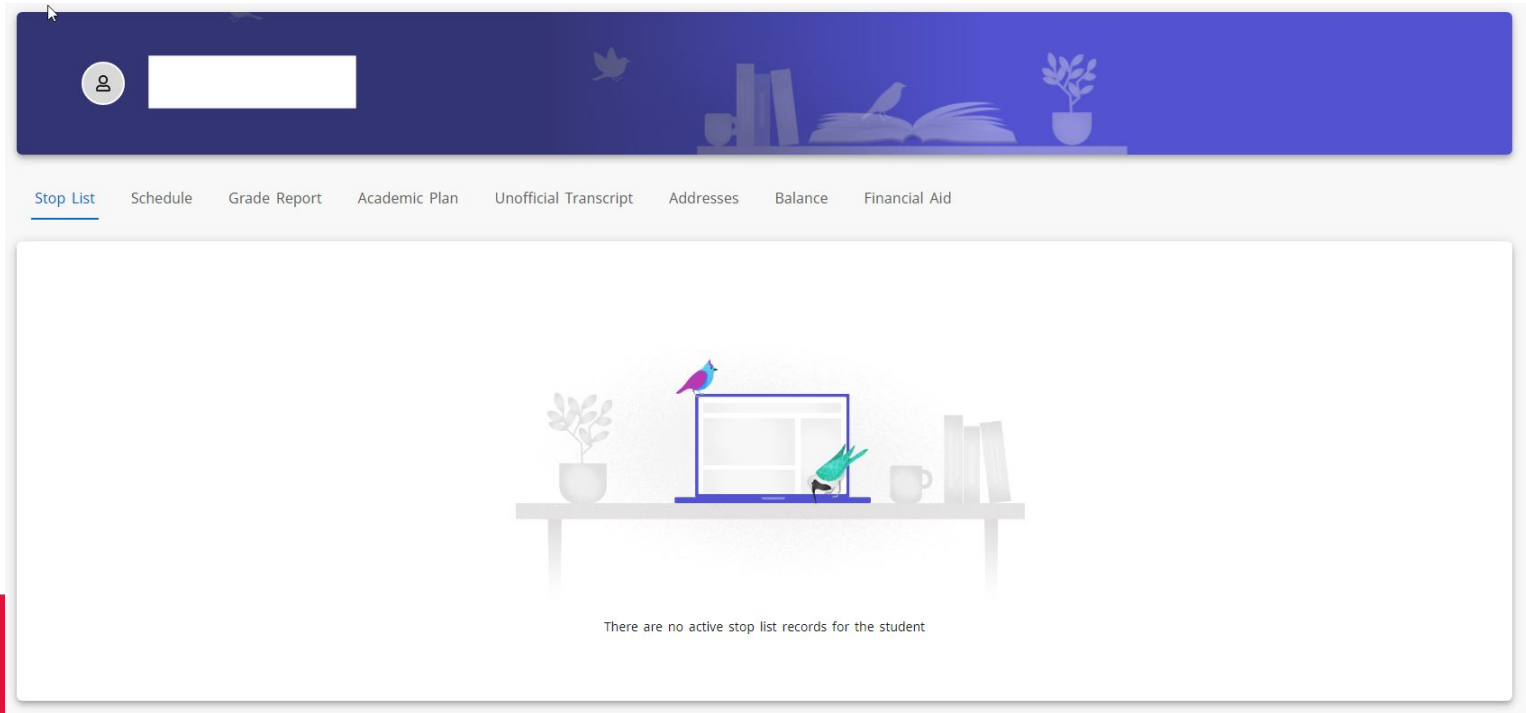
Once the person with shared access has their account set up, they will need to click on the “Shared Access” menu item and then select “Students”.



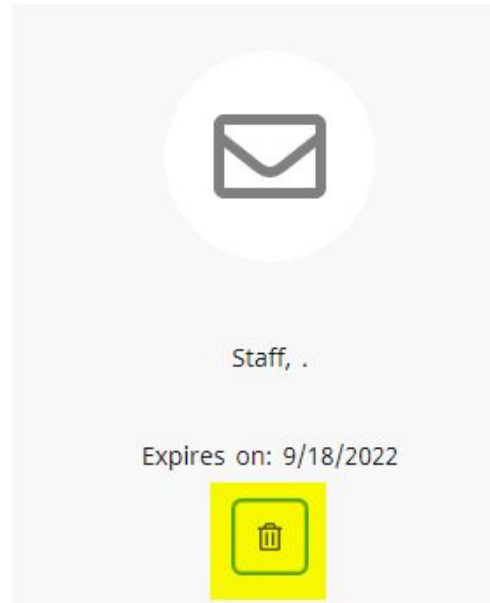
They will then need to click on the name of the student with whom they have shared access (hidden on the screenshot below).



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



***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 request, you no longer have access to 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.