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DELEGATED ACCESS FOR PARENTS AND OTHER PROXIES

BROWSER REQUIREMENTS:

Before starting, please check the minimum browser requirements using the link below:

Minimum Browser Requirements

EMAIL NOTIFICATION

After a student grants you access, you will receive an email that summarizes the access that has been granted and instructions on how to access the system.

Steps:

1. Copy the Security Key from the email.
2. Click the link in the email to access the create user page.

A sample email is included below:

---

Access to Brian Student’s school data has been granted to you.

To: Albert@nyu.edu

From: sysadmin@nyu.edu

Subject: Access to Brian Student’s School Data

Proxy Account, you have been granted access to Brian Student’s data. You will be able to perform or view the following transactions on Brian’s behalf:

- Emergency Contacts
- Update Contact Information
- View Contact Information
- View Holds
- View To Do List

Instructions:

1. Click this link to access our school system. You will be asked to sign in using your existing User ID to access our site. If you do not have one already you will be able to create one.

2. After signing in to our system, you will be required to accept or decline the "Terms and Conditions for accessing somebody else’s data".

3. You will also be required to enter the following two pieces of information:
   a) The Security Key: ruX6N3
   b) The email address where we sent you this notification.

The above steps are only required when it is the first time you register to access Brian Student’s data.

---

Security Key needed after signing in. Copy this key.
CREATE USER

The user creation page is used to create a user account to access the student data.

Steps:

1. Enter your email address as the User ID. Note that the User ID field is currently limited to 30 characters.
2. Enter a password. Passwords must be 8 characters with at least one special character and one number.
3. Re-enter the password.
4. Enter first name.
5. Enter last name.
6. Click the create account button.

A sample page is included below:
TERMS AND CONDITIONS

In order to gain access, you will need to accept the Terms and Conditions for accessing someone else’s data.

Steps:

1. Review the Terms and Conditions information.
2. Click the I accept terms and conditions check box.
3. Enter the Security Key sent in the email.
4. Enter the email address that received the Security Key.
5. Enter personal data in the Personal information section. Only first and last name are required. If you add a Mailing address, be sure to select a Country first.
6. Click the Submit button at the bottom of the page.

NOTE: If either the security key or email address is entered incorrectly then the page will error when submitted.

A sample page is included below:
SET PASSWORD HINT

Once in the system, you should setup a password reset hint.

Steps:

1. Click the My System Profile from the left hand menu.
2. Click the Change or set up forgotten password help link on the General Profile Information page.
In the event that you forget your password and need to reset, you will need to provide the response to the question you select on this page.

Steps:

1. Select a question by clicking the drop down arrow on the right side of the Question field.
2. Type in a response to the question.
3. Click the OK button.
VIEWING/UPDATING STUDENT SPECIFIC DATA

Students have access to grant certain pieces of information to share. The Shared Information Center is based on what the student grants.

Steps:

1. Click the Shared Information Center on the left hand menu.
2. If granted access to Update Address then you will see Update Address link on left hand menu. Click the link for the folder to open the Update Address page.
3. If presented with the Search page below then click the Search button at the bottom of the Search page.

The Update Address page allows you to edit an existing address or add a new address. Click the Edit button to edit an existing address. Click the Add a New Address button to add a new address.
If granted access to Update Email Address:

Steps:

1. Click the Update Email Address link on the left hand menu.
2. If presented with the Search page below then click the Search button at the bottom of the Search page.

The Update Email Address page allows you to update an existing email address. Additionally, you may have access to add a new email address. If available, click the Add a New Email Address button to add a new email address. Although the delete and Add an Email Address buttons appear, they may not be accessible. Save the page if you make changes.
If granted access to Update Phone:

Steps:

1. Click the Update Phone link on the left hand.
2. If presented with the Search page below then click the Search button at the bottom of the Search page.

The Update Phone page allows you to update an existing phone. You may also have access to delete or add a new phone number. Click the delete button to delete an existing phone. Click the Add a Phone Number button to add a new phone number. Although the delete and Add an Add a Phone Number buttons appear, they may not be accessible. Save the page if you make changes.
If granted access to View Address:

Steps:

1. Click the View Address link on the left hand menu.
2. If presented with the Search page below then click the Search button at the bottom of the Search page.

The View Address page only allows you to view. Changes cannot be made to this data.
If granted access to View Email Addresses:

Steps:

1. Click the View Email Addresses link on the left hand.
2. If presented with the Search page below then click the Search button at the bottom of the Search page.

The View Email Addresses only allows you to view. Changes cannot be made to this data.
If granted access to View Phone:

Steps:

1. Click the View Phone link on the left hand menu.
2. If presented with the Search page below then click the Search button at the bottom of the Search page.

The View Phone only allows you to view. Changes cannot be made to this data.
If granted access to the Holds page:

Steps:

1. Click the Holds link on the left hand menu.
2. If presented with the Search page below then click the Search button at the bottom of the Search page.

The Holds page lists all holds on the student’s account. Changes cannot be made to the data.
DELEGATED ACCESS FOR PARENTS AND OTHER PROXIES

If granted access to the To Do page:

Steps:

1. Click the To Do link on the left hand menu.
2. If presented with the Search page below then click the Search button at the bottom of the Search page.

The To Do page lists any requirements that the student needs to perform. Changes cannot be made to this data.
If granted access to the Emergency Contact page:

Steps:

1. Click the Emergency Contact link on the left hand menu.
2. If presented with the Search page below then click the Search button at the bottom of the Search page.

The Emergency Contact page allows you to edit an existing Emergency Contact or Add an Emergency Contact.
If granted access to View Grades:

Steps:

1. Click the View Grades link on the left hand menu.
2. If presented with the Search page below then click the Search button at the bottom of the Search page.

Select the Term and then click the continue button.

**View Student Grades**

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2014</td>
<td>Undergraduate</td>
<td>New York University</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>Undergraduate</td>
<td>New York University</td>
</tr>
</tbody>
</table>
The Official Grades are available to view. To change the term, click the change term button at the top of the page.

---

### Class Grades - Fall 2013

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPOS-UA 1</td>
<td>Writing The Essay</td>
<td>4.00</td>
<td>CAS Graded</td>
<td>16.000</td>
<td></td>
</tr>
<tr>
<td>MAP-UA 204</td>
<td>Natural Science I: Einstein's</td>
<td>4.00</td>
<td>CAS Graded</td>
<td>12.000</td>
<td></td>
</tr>
<tr>
<td>MAP-UA 400</td>
<td>Texts &amp; Ideas:</td>
<td>4.00</td>
<td>CAS Graded</td>
<td>14.800</td>
<td></td>
</tr>
<tr>
<td>MATH-UA 121</td>
<td>Calculus I</td>
<td>4.00</td>
<td>CAS Graded</td>
<td>13.200</td>
<td></td>
</tr>
<tr>
<td>MULT-UB 9</td>
<td>Cohort Leadership Program I</td>
<td></td>
<td>Ugrad Stern</td>
<td>Pass/Fail</td>
<td></td>
</tr>
</tbody>
</table>

### Term Statistics - Fall 2013

<table>
<thead>
<tr>
<th>Units Toward GPA:</th>
<th>From Enrollment</th>
<th>Cumulative Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taken</td>
<td>16.000</td>
<td>16.000</td>
</tr>
<tr>
<td>Passed</td>
<td>16.000</td>
<td>16.000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units Not for GPA:</th>
<th>From Enrollment</th>
<th>Cumulative Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CHANGE PASSWORD

If you want to change your password then click the Change Password link on the left hand menu. This will open the Change Password page.

Steps:

1. Type in Current Password
2. Type in New Password
3. Type Confirm Password
4. Click the OK button
DELEGATED ACCESS FOR PARENTS AND OTHER PROXIES

ACCESSING THE SYSTEM AGAIN

To access the system again:

Steps:

1. Open a browser session
2. Type the URL: albert.nyu.edu
3. Look for the Delegated Access Registration link at the bottom left of the page. Click the link to access the sign in page.
4. Another option to accessing the system again is to click the link in the original email that was sent.

Type in your existing user id and password at the bottom section of the login page. Click the sign in button.
DELEGATED ACCESS FOR PARENTS AND OTHER PROXIES

FORGOT PASSWORD STEPS

Forgot password:

Steps:

1. Click the Forgot your password link at the bottom of the login page.

2. Type in your user id

3. Click the Continue button.

Forgot My Password

If you have forgotten your password or your password has expired, a new password will be emailed to you.

Enter your User ID below:

User ID: l1234@nyu.edu

Continue

Return to the login page
4. Type in the response to the password hint question.
5. Click the Email New Password button.

**Answer security question:**

<table>
<thead>
<tr>
<th>User ID:</th>
<th><a href="mailto:tst294@nyu.edu">tst294@nyu.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email ID:</td>
<td><a href="mailto:tst294@nyu.edu">tst294@nyu.edu</a></td>
</tr>
</tbody>
</table>

Please answer the following question:

**Question** What year were you born?

**Response** 1999

[Email New Password]

[Return to the login page]