

DELEGATED ACCESS IN CATALYST – GUIDE FOR PARENT/GUEST

Follow these steps to set up delegated access and view your student's information in Catalyst!

- 1) Check for an email from the University of Cincinnati with information regarding your account. If you do not currently have an account with Catalyst, please click the **first link** to create your parent/guest identity.

From: donotreply@uc.edu [mailto: donotreply@uc.edu]
Sent: Thursday, July 7, 2016 5:31 PM
To: momcat@gmail.com
Subject: Access to Jane Bearcat's University of Cincinnati school data has been granted to you



Mom Bearcat, you have been granted access to Jane Bearcat's data. You will be able to perform or view the following transactions on Jane's behalf:

- **View Charges Due / Make a Payment**

- **View Payment History**

Instructions:

1. Sign-in Instructions:

NEVER LOGGED IN TO CATALYST? USE THIS LINK

a) If you **DO NOT** have a login account with the University of Cincinnati's new Student Information System (Catalyst): Click this [link](#) to access our school system. You will be asked to complete a brief profile page prior to accessing our site.

Or

LOGGED IN TO CATALYST BEFORE? USE THIS LINK

b) If you already have a login account with the University of Cincinnati's new Student Information System (Catalyst): Click this [link](#) to access our school system. You will be asked to sign in using your existing User ID to access our site.

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:** [ahAr9Co](#) **Note: Please type the security key do not copy and paste.**
- b) The email address fftysect@gmails.com where we sent you this notification.

The above steps are only required when it is the first time you register to access Jane Bearcat's data.

- 2) You will then be directed to the Create Parent/Guest Identity form to provide personal information used to set up your account. **Note: A social security number is required for US citizens.**

Create Parent Identity

Legal Name *
First Middle Last

Former Last Name
Former Last Name

Date of Birth * MM DD YYYY

Email Address *
username@email.com

US citizen or permanent resident? *
 Yes
 No

Social Security Number
XXXXXXXXXX

Country *
United States

Street Address *



Dear Mom Bearcat,

This email notification is being sent to confirm your log in credentials to access the Catalyst Portal, which provides online access to your student's information. Catalyst can be accessed [here](#).

To log into Catalyst, you will need to use your Username below:

Your UCID is: **M10-23-4567**
Your Username is: **bearcamo**

If you have **previously logged into a UC website** using the above username, your current password is still active. Please **use your existing password** to log into Catalyst using the above link.

If this is your first time logging into a UC website using the above username, your default password is **Ucmmddyyyy** where mmddyyyy is your full date of birth. You will be prompted to change this password the first time you log in.

If you need assistance with your password or other technical support, contact the Help Desk now at helpdesk@uc.edu or by phone at 513-556-4357. Calling from outside the Cincinnati area? Just dial 866-397-3382.

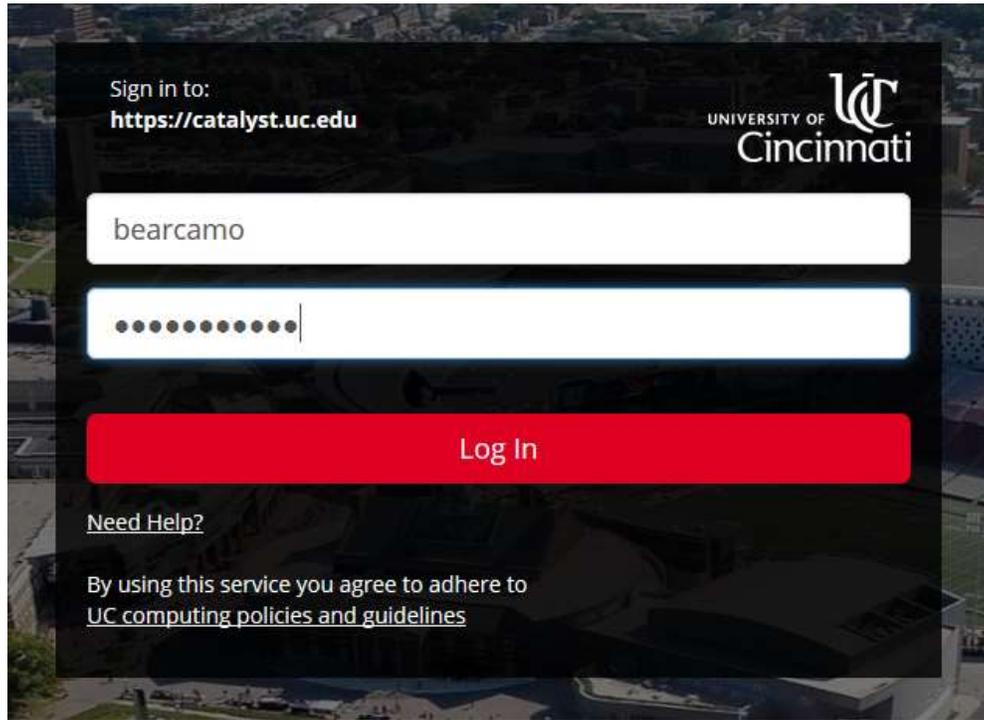
Sincerely,
University of Cincinnati

For future reference, you should bookmark the link to Catalyst by clicking [here](#).

- 3) A second email from UC will be sent within two business days containing your new Catalyst username and password login credentials.

Note: If you have previously logged into a UC website, please use your current password to log into Catalyst.

4) Go to catalyst.uc.edu and log in with your 6+2 and password.



5) The Terms and Conditions for Accessing Somebody Else's Data page will display. In the statement, the student who granted access is referred to as the **Delegator**; the person who was granted access is referred to as the **Proxy**.

6) Accept the terms and enter your Security Key found in the first UC email, along with your email address. Click Submit. **Note: Please do not copy and paste the security key into Catalyst.**

Terms and conditions for accessing somebody else's data

Terms and Conditions

You have been granted access to view or update data that belongs to somebody else. By accepting these terms and conditions, you consent to protect the privacy of the data and to use or modify the data fairly and lawfully.

The following terminology applies to these Terms and Conditions: "Delegator" refers to the person who delegated you access. "Proxy" refers to you, the person authorized to view or update the Delegator's data on his or her behalf.

Agreement:
All proxies are required to sign this agreement for each of the delegators that delegated them access to their data confirming their understanding and acceptance of this policy. You sign the

I accept terms and conditions
 I decline terms and conditions

Security Key (Security Key was included inside the email notification you received)
Contact Email (Email address where email notification was sent to you)



7) You should now see the services your student has granted you permission to access on the Catalyst portal. Click the drop-down arrow to view the individual services.

A screenshot of the Catalyst portal interface. At the top left is the Catalyst logo. Below it is a red button labeled "Parent/Guest". The main content area is divided into two columns. The left column is titled "Delegated Access" and contains a "Financial" section with a drop-down arrow. Under "Financial", there are three options: "View Charges Due" (with a sub-link "View Charges Due"), "Pay Bill" (with an external link icon), and "View Payment History" (with a sub-link "View Payment History"). The right column is titled "Parent/Guest News" and contains a message: "Sorry, we were unable to find any Parent/Guest news stories."

That's it! You've successfully completed the delegated access process in Catalyst!