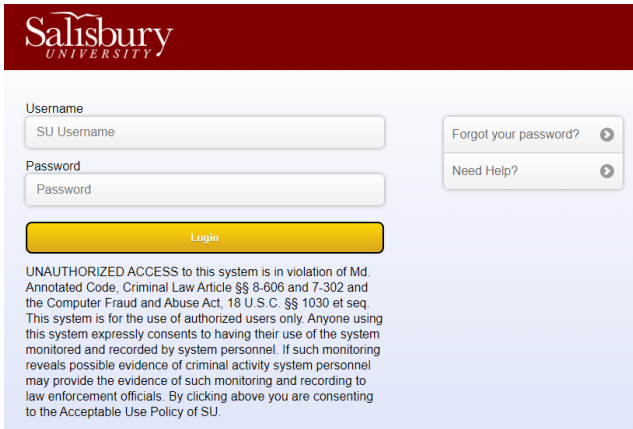


Family Experience Portal (CampusESP) FERPA How a Student Approves a Connection

1. You will receive an email to your Salisbury University student email account when a parent, coach, or other individual requests access to your information as a connection. Select the green “Click here to approve this request button” in the body of the email to approve this connection and update their permission access settings.

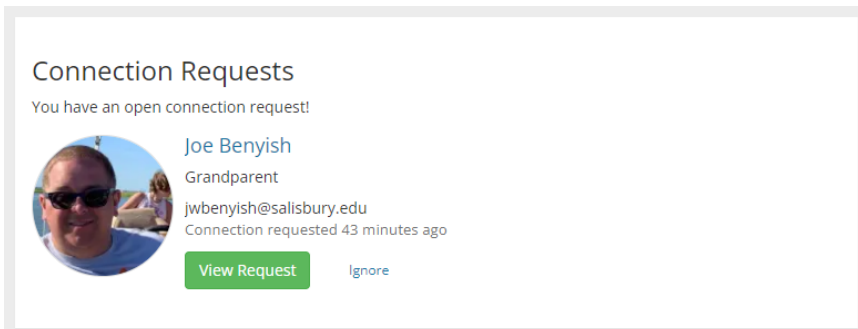
Click here to approve this request

2. Log in using your Salisbury University student username and password



The image shows the Salisbury University login page. At the top left is the Salisbury University logo. Below it are two input fields: "Username" with "SU Username" entered and "Password" with "Password" entered. To the right of the password field are two links: "Forgot your password?" and "Need Help?". Below the input fields is a yellow "Login" button. At the bottom of the page is a disclaimer: "UNAUTHORIZED ACCESS to this system is in violation of Md. Annotated Code, Criminal Law Article §§ 8-606 and 7-302 and the Computer Fraud and Abuse Act, 18 U.S.C. §§ 1030 et seq. This system is for the use of authorized users only. Anyone using this system expressly consents to having their use of the system monitored and recorded by system personnel. If such monitoring reveals possible evidence of criminal activity system personnel may provide the evidence of such monitoring and recording to law enforcement officials. By clicking above you are consenting to the Acceptable Use Policy of SU."

3. Click the green “View Request” button on your new open connection request.



The image shows a notification titled "Connection Requests". It says "You have an open connection request!". Below this is a profile card for Joe Benyish, Grandparent, with email jwbenyish@salisbury.edu and a note that the connection was requested 43 minutes ago. At the bottom of the card are two buttons: a green "View Request" button and a grey "Ignore" button.

4. Scroll down to view that connection’s current access settings.

Or select the specific permissions you would like to grant access from the list below.

Academic Information	Grant Access?
Grant access to everything in this group	<input type="checkbox"/> x
Class Schedule/Enrollment View student course schedule, credit hours, and other status information including degree, major and class year.	<i>requested</i> <input type="checkbox"/> x
Grade(s) Information View student course grades. Final grades will be posted at the end of each semester.	<i>not requested</i> <input type="checkbox"/> x

Financial Information	Grant Access?
Grant access to everything in this group	<input type="checkbox"/> x
Financial Aid Information View a list of student financial aid awards, the expected amount offered and whether the payment has been made.	<i>requested</i> <input type="checkbox"/> x
Account Balance View the student account balance, and get notified about any outstanding charges.	<i>not requested</i> <input type="checkbox"/> x
Holds on Account Get notified when there's a new hold on the student account, along with a description of the hold type.	<i>not requested</i> <input type="checkbox"/> x

[Save Changes](#) [Cancel](#)

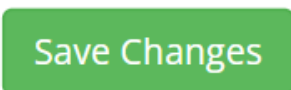
- Your connection may have requested access to all your Academic and Financial Information or only requested access to certain categories of information. Categories will be listed as “requested” or “not requested.”

Academic Information	Grant Access?
Grant access to everything in this group	<input type="checkbox"/> x
Class Schedule/Enrollment View student course schedule, credit hours, and other status information including degree, major and class year.	<i>requested</i> <input type="checkbox"/> x
Grade(s) Information View student course grades. Final grades will be posted at the end of each semester.	<i>not requested</i> <input type="checkbox"/> x

- To grant access to a certain category, toggle the slider option next to that category. Once you grant access to a category, the slider will turn blue with a white checkmark.



- Once you are satisfied with that connection’s updated permission settings, click the green “Save Changes” button at the bottom of the page.



8. Once you have saved your changes, you will be returned to the Family Experience homepage, and a green notification will appear confirming your updates to that connection request.

Connection request updated!



9. Your connection will be able to access the information you granted access to 24 hours after you have updated their connection settings.