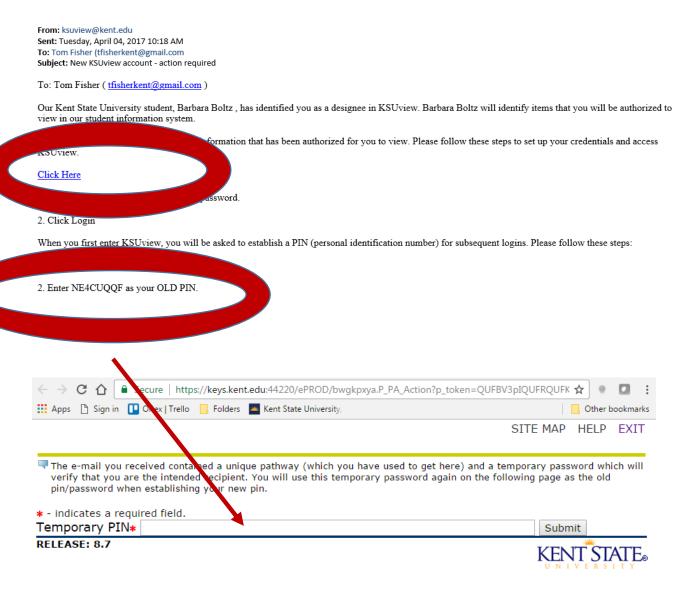
KSUview Designee Steps

- Check the email your student specified for an email with the subject line "New KSUview
 account action required." Emails with the subject line "KSUview access authorizations",
 inform you that your student has given authorization for you to have access to specific pages
 in KSUview.
- 2. Click the link provided and enter your temporary password provided in the email.



3. Enter your email address and create a new PIN. Use the temporary password from the Step 2 as your "Old Pin". Your new PIN can only be a series of numbers.

Reset PIN

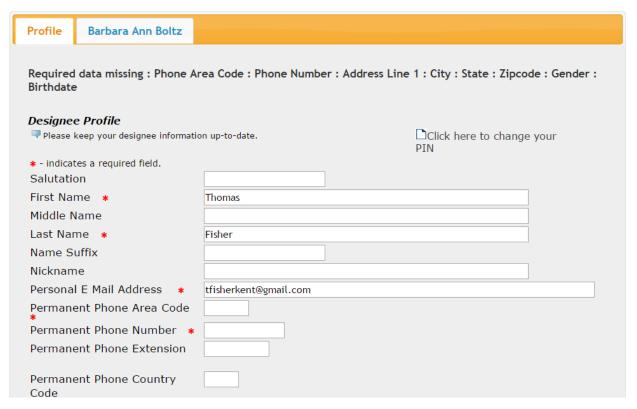
$\overline{\ \ }$ Enter your new PIN twice. A PIN can only be a series of numbers.	
✓ Welcome to the KSUview access system. Your e-mail address has been verified. Th access.	e next step is to save your security PIN for designee
* - indicates a required field.	
Minimum PIN length: 6 Maximum PIN length: 15.	
E-mail Address*	
Temporary PIN*	
New PIN∗	
Validate PIN* Save	
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	UNIVERSITY

4. You will then be taken to the profile page. Provide the required information and click "Save."

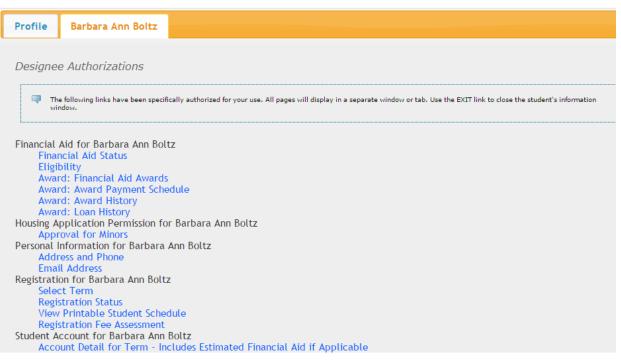
Designee Access Home

You will see a tab for each student who has authorized pages for you to access. Select a tab to view that student's data. You will then see a list of pages authorized by that student. To exit, select the profile tab and hit the exit button or close your browser. When you activate a link, the student's data will appear in a new window or tab. The window or tab will indicate the student's name you are viewing and is only valid for information on that student.

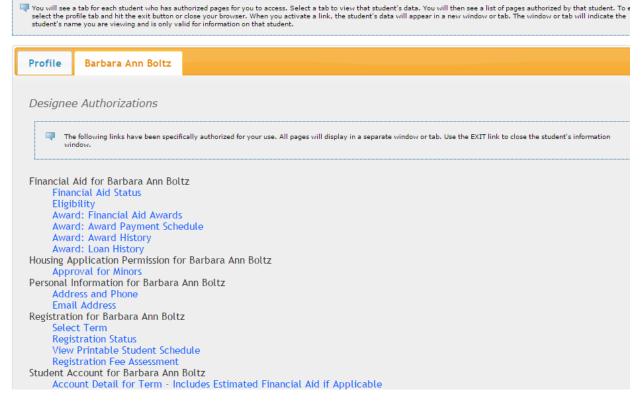
✓ Your new PIN has been successfully saved.



You will see a tab for each student who has authorized pages for you to access. Select a tab to view that student's data. You will then see a list of pages authorized by that student. To e select the profile tab and hit the exit button or close your browser. When you activate a link, the student's data will appear in a new window or tab. The window or tab will indicate the student's name you are viewing and is only valid for information on that student.



5. Select the student name. There may be more than one name listed if you are a designee for more than one student.



6. Select an item that your student has authorized you to see. A separate window will open with the information selected.

View E-mail Addresses

***You are viewing information for Barbara Ann Boltz

■ Your active e-mail addresses are sorted by address type.			
E-mail Addresses			
Kent State University			
bboltz@kent.edu	Preferred		
Linkedin Web Page			
http://www.linkedin.com/pub/barbara-boltz/46/961/4a	1		

7. After the initial login to KSUview you can access KSUview at https://keys.kent.edu:44220/ePROD/bwgkprxy.P_ProxyLogin. Your login will require your email



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address and your PIN.

KSUview Designee Login				
= Enter the email address that was registered as a designee. Enter the PIN that you previously defined. All web pages are personal and confidential. The designee PIN should never be shared. If you suspect someone else may know your designee credentials, enter your e-mail address and then reset your PIN using the `Forgot PIN? button.				
* - indicates a requir	red field.			
E-mail Address*				
PIN*				
Login Forgot PIN				
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