

KSUview Designee Steps

1. 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.

From: ksuview@kent.edu
Sent: Tuesday, April 04, 2017 10:18 AM
To: Tom Fisher (tfisherkent@gmail.com)
Subject: New KSUview account - action required

To: Tom Fisher (tfisherkent@gmail.com)

Our Kent State University student, Barbara Boltz , has identified you as a designee in KSUview. Barbara Boltz will identify items that you will be authorized to view in our student information system.

Information that has been authorized for you to view. Please follow these steps to set up your credentials and access KSUview.

[Click Here](#)

password.

2. Click Login

When you first enter KSUview, you will be asked to establish a PIN (personal identification number) for subsequent logins. Please follow these steps:

2. Enter NE4CUQQF as your OLD PIN.

← → ↻ 🏠 🔒 Secure | https://keys.kent.edu:44220/ePROD/bwgkpxya.P_PA_Action?p_token=QUFBV3pIQURQUFK ☆ 🔍 🗄️

📱 Apps 📄 Sign in 📧 Outlook | Trello 📁 Folders 🏠 Kent State University 📌 Other bookmarks

SITE MAP HELP EXIT

📧 The e-mail you received contained a unique pathway (which you have used to get here) and a temporary password which will verify that you are the intended recipient. You will use this temporary password again on the following page as the old pin/password when establishing your new pin.

* - indicates a required field.

Temporary PIN* Submit

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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

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. The next step is to save your security PIN for designee access.

* - indicates a required field.

Minimum PIN length: 6 Maximum PIN length: 15.

E-mail Address*

Temporary PIN*

New PIN*

Validate PIN*

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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.

Profile
Barbara Ann Boltz

Required data missing : Phone Area Code : Phone Number : Address Line 1 : City : State : Zipcode : Gender : Birthdate

Designee Profile

Please keep your designee information up-to-date. [Click here to change your PIN](#)

* - indicates a required field.

Salutation	<input type="text"/>
First Name *	<input type="text" value="Thomas"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Fisher"/>
Name Suffix	<input type="text"/>
Nickname	<input type="text"/>
Personal E Mail Address *	<input type="text" value="tfisherkent@gmail.com"/>
Permanent Phone Area Code *	<input type="text"/>
Permanent Phone Number *	<input type="text"/>
Permanent Phone Extension	<input type="text"/>
Permanent Phone Country Code	<input type="text"/>

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 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.

Profile **Barbara Ann Boltz**

Designee Authorizations

The following links have been specifically authorized for your use. All pages will display in a separate window or tab. Use the EXIT link to close the student's information window.

- Financial Aid for Barbara Ann Boltz
 - [Financial Aid Status](#)
 - [Eligibility](#)
 - [Award: Financial Aid Awards](#)
 - [Award: Award Payment Schedule](#)
 - [Award: Award History](#)
 - [Award: Loan History](#)
- Housing Application Permission for Barbara Ann Boltz
 - [Approval for Minors](#)
- Personal Information for Barbara Ann Boltz
 - [Address and Phone](#)
 - [Email Address](#)
- Registration for Barbara Ann Boltz
 - [Select Term](#)
 - [Registration Status](#)
 - [View Printable Student Schedule](#)
 - [Registration Fee Assessment](#)
- Student Account for Barbara Ann Boltz
 - [Account Detail for Term - Includes Estimated Financial Aid if Applicable](#)

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

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Profile **Barbara Ann Boltz**

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 - [Award: Award History](#)
 - [Award: Loan History](#)
- Housing Application Permission for Barbara Ann Boltz
 - [Approval for Minors](#)
- Personal Information for Barbara Ann Boltz
 - [Address and Phone](#)
 - [Email Address](#)
- Registration for Barbara Ann Boltz
 - [Select Term](#)
 - [Registration Status](#)
 - [View Printable Student Schedule](#)
 - [Registration Fee Assessment](#)
- Student Account for Barbara Ann Boltz
 - [Account Detail for Term - Includes Estimated Financial Aid if Applicable](#)

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/46/961/4a1>

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- 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 address and your PIN.



HELP | EXIT

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 required field.

E-mail Address*

PIN*

Login

RELEASE: 8.7

