

# Student Information Sharing

This article is to be used to navigate the Student Information Sharing section of the student portal.

## Step-by-step guide

### Logging in

1. Go to the Cornell College website.
2. Find the Students portal through the menu options.
3. In the top row buttons, find the Student Information Sharing button
4. Use your Cornell information to log in (this is the same username and password as your email).

### Student Information Sharing Page

1. Read the Public Information section before approving the sharing option. This will give you information on what the college can share with the general public.
2. Once you have done this, scroll down to the Authorized Individuals section of the page.
3. Here you will see all people with active or revoked access to your information.
4. You may add a new individual in the Add a new authorized individual section.
5. Fill out the information. The email account you put in for the user will receive an email with a password to be able to log into your information. The PIN number that it asks for is a PIN you create and share with the individual with which you are giving shared access. **Make sure to check the boxes for any information category you wish to give this user access to.** If you don't check any boxes, the user will appear under **Revoked Individuals**.
6. Note that you can not add two different users with the same email address.
7. At any time, you may update what you share with any individual by checking or unchecking the boxes for any permissions, and clicking "Submit". Removing all permissions from a user will move them to "Revoked" status, and adding any permission to a Revoked user will move them to "Active" status.
8. For any individual, you may change their email / contact information by clicking "Edit this viewer".
9. Next up are your primary and emergency contacts. You must have a Primary Contact filled out to complete the application. It is also recommended to add additional Emergency Contacts.
10. Below this section is your actual information.
11. Here you can view all the reports that can be shared with your information in them.
12. When you are done filling everything out, you can click "**I verify the information provided is accurate.**" and click submit.
13. NOTE: Everything must be filled out, and there **must be no RED error messages** on the page for you to submit the application.