

Username

Password

1 Navigate to the web page by using this URL or scanning the QR code to left.  
[salisbury.campusesp.com/users/saml/sign\\_in](https://salisbury.campusesp.com/users/saml/sign_in)



2 Enter your SU username and password.

Connections

No active connections

Add a connection to share academic and financial records with a parent, family member or supporter. Your connections will get notified about student data changes to help support your progress! You can update or remove record access at any time.

3 Click on "Add My First Connection."

Who do you want to connect with?

Enter their email address and relationship to you.

Connection's email address

What is their relationship to you?

4 Enter your family member or supporter's information and select "Continue."

Let's get some more details!

Enter your connection's first and last name.

Connection's first name

Connection's last name

5 Enter your family member or supporter's first and last name and select "Continue."

### Select records to share with



My Parent  
parent@university.com

Parent

Grant access to records by checking specific boxes, and clicking "Grant Access" at the bottom.

### Records available to share

These are records you can grant access to.

Select all

#### Academic Information

##### Class Schedule/Enrollment

View student course schedule, credit hours, and other status information including degree, major and class year.

##### Grade(s) Information

View student course grades. Final grades will be posted at the end of each semester. Please note: this does not provide access to individual assignments.

#### Financial Information

##### Financial Aid Information

View a list of student financial aid awards, the expected amount offered and whether the payment has been made.

##### Account Balance

View the student account balance, and get notified about any outstanding charges.

##### Holds on Account

Get notified when there's a new hold on the student account, along with a description of the hold type.

Grant Access

Cancel

6

Check the boxes of the records you would like your family member or supporter to have access to.

Once you have chosen which records to share, select "Grant Access."

7

Wait for your supporter to approve your connection request in their email.



### You're all set!

You have successfully added Joe Benyish as a connection. Once they confirm the connection, they will be able to view the records you granted.

[Review connection details](#)



For information on how to change your supporter(s) status, please scan this QR code.

