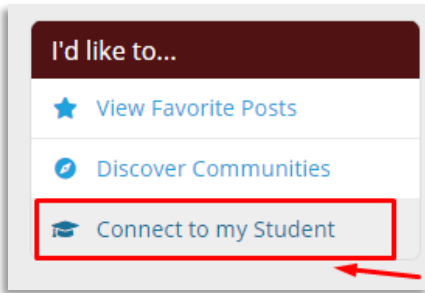


# CampusESP:

## Process for a Parent to Request Access, Student to Approve Access, and Staff to Check Access

For the purposes of these instructions, the term “parent” will be used. However, this applies to any person the student wants to grant access to.

- 1) The parent goes to <http://txstate.campusesp.com>
- 2) The parent clicks on “Connect to my Student”



- 3) The parent enters the students Texas State email address, sets a pin, and indicates which records they would like access to. Alternatively, the parent can select “request access to ALL student records.”

A screenshot of the "Add New Connection" form in the CampusESP application. The form is for a user named "Mama Bobcat" with email "mamabobcat@gmail.com". It includes a text input field for "Student Email Address" containing "Boko@txstate.edu", a dropdown menu for "Relationship to Student" set to "Other", and a PIN input field. Below these fields is a paragraph of text explaining FERPA. There is a link for "Understanding FERPA" and a checkbox for "Request access to ALL student records" which is currently unchecked. A blue button labeled "Connect to your student" is positioned below the FERPA text. At the bottom, there is a section titled "Texas State Records Requests" with a "Request Access?" column. It lists three categories: "Request everything in this group" (unchecked), "Academic Records/Transcript" (checked), and "Admission Records" (unchecked).

**Add New Connection**

**Mama Bobcat**  
mamabobcat@gmail.com

Enter the Texas State email address of the student that you would like to connect to below. Email address should be in the format 'student@txstate.edu'. If your student has applied for admission and is not yet enrolled in classes, please enter the email from their admission application.

Student Email Address:

Relationship to Student:

Please create a PIN below. If you ever need to contact us, we will ask you to verify this PIN.

PIN (4 digits):

FERPA is a Federal Law designed to protect the privacy of a student's education records. The Law applies to all institutions of higher education which receive funds under applicable programs of the U.S. Department of Education. This act protects your personal information from unauthorized distribution to third parties. With limited exceptions, Texas State University must have a signed acknowledgement from you before personal information can be released to a third party (i.e. spouse, parent, employer, etc.).

[Understanding FERPA](#)

Request access to ALL student records

**Connect to your student**

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

Texas State Records Requests	Request Access?
Request everything in this group	<input type="checkbox"/>
Academic Records/Transcript Advising Center/Office of the University Registrar	<input checked="" type="checkbox"/>
Admission Records Office of Undergraduate Admissions or The Graduate College	<input type="checkbox"/>

4) Once submitted, the status will be updated accordingly next to each access option.

Eric, Thomas Ochoa [Add New Connection](#)

## Boko Bobcat

Connection status: pending  
Connection requested less than a minute ago  
PIN (4 digits) [Forgot PIN? Click to reset](#)  
\*\*\*\*

### Information access

Texas State Records Requests	Status	Requested?
Academic Records/Transcript Advising Center/Office of the University Registrar	<i>pending</i>	<input checked="" type="checkbox"/>
Admission Records Office of Undergraduate Admissions or The Graduate College	<i>not requested</i>	<input type="checkbox"/>
Financial Aid Records Financial Aid and Scholarships	<i>not requested</i>	<input type="checkbox"/>
Housing Related Records Department of Housing and Residential Life	<i>not requested</i>	<input type="checkbox"/>
Student Financial Records Student Business Services	<i>not requested</i>	<input type="checkbox"/>
Student Disciplinary Records Office of the Dean of Students	<i>not requested</i>	<input type="checkbox"/>
Veteran Benefit Information Office of Veterans Affairs	<i>not requested</i>	<input type="checkbox"/>

[Update Request](#)

[cancel this connection](#)

5) The student will get an email that notifies them of a connection request:

## You have a new connection request!

February 04, 2020

Dear **Boko Bobcat**

**Mama Bobcat** is requesting permission to access your educational records. You may approve or decline permission, and you may revoke permissions at any time.

[Click here to approve this request](#)

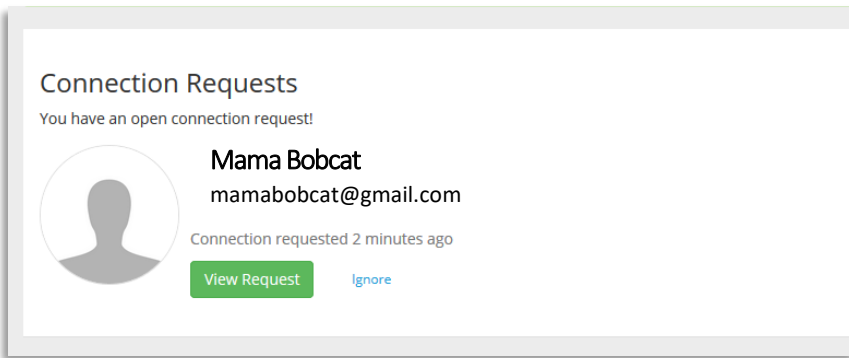
**Mama Bobcat** is requesting access to the following educational resources:

- **Academic Records/Transcript**  
Advising Center/Office of the University Registrar

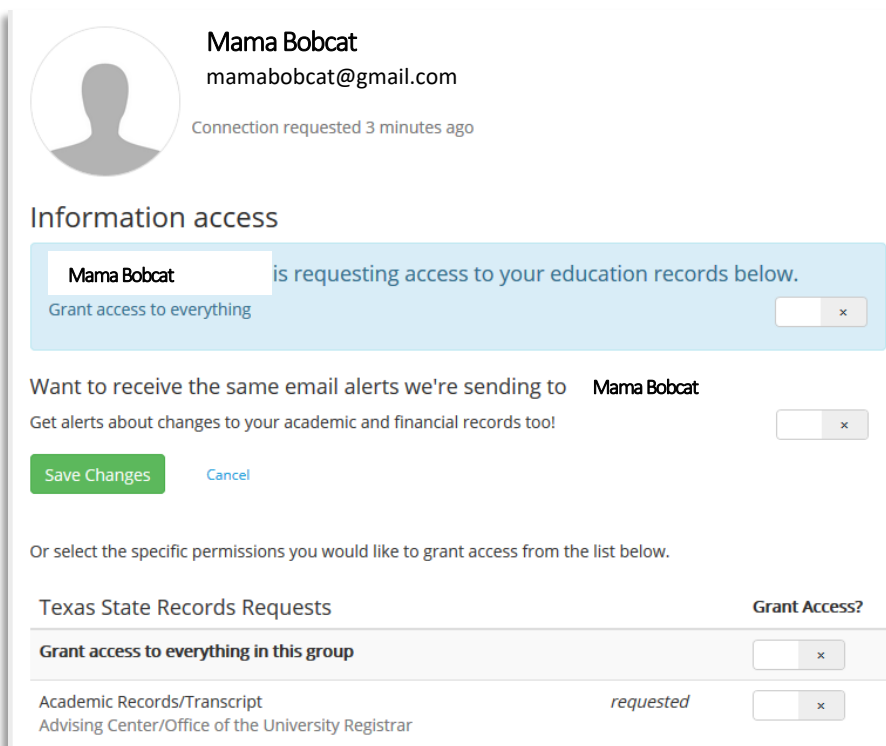
If you grant permission to **Mama Bobcat** to view the above records, they will be able to access this information on The Bobcat Family Portal website. You may update your permission levels at any time by visiting [your student page](#).

**Texas State Parent and Family Team**

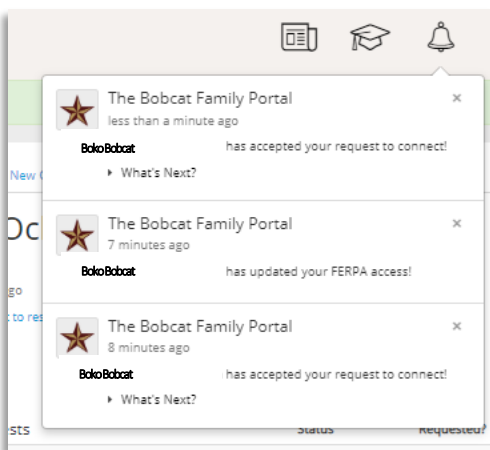
6) When the student clicks on the link, they will have the option to view the request:



7) When viewing the request, the student can grant access. The first option is to approve all, regardless of if the parent requested individual items. If the student wants to approve individual items, they will have to scroll down.



8) Once access is granted, the parent will receive notification via email and within the portal.



- 9) The homepage of the portal will have the message below. Note that parents will receive an email notification when their student's record is updated or new student data is available. According to the Registrar, the following items will prompt a notification:
- Hours of enrollment, holds, curriculum, GPA (change of grade), financial aid status, and charges/payments.

## What's Next?

Posted 5 months ago. ★

Wahoo! Your student has accepted your connection request! If your student has also accepted your requested FERPA permissions, you'll be able to see aspects of their academic and financial record too.

New student data loads into The Bobcat Family Portal overnight, so be sure to check back tomorrow morning in order to view your student's information.

Moving forward, you'll receive an email notification any time your student's record is updated or new student data becomes available. You can also check your student's information by visiting The Bobcat Family Portal and clicking on the graduation cap in the top right corner.

Thanks, and don't hesitate to contact us with any questions!

- 10) The following are examples of the information a parent can see via CampusESP:

9 <small>ENROLLED HOURS</small>	3/4 Time <small>STATUS</small>	None <small>HOLDS</small>	\$7,514.00 <small>FINANCIAL AID</small>
None <small>FINANCIAL AID REQUIREMENTS</small>	3.58 <small>OVERALL GPA</small>	\$0 <small>ACCOUNT BALANCE</small>	

### Schedule close

Spring 2020

Subject	Course	Section	Description	Credits	Type	Days	Time
MGT	4390T	251	EFFECTIVE TEAMS AND GROUPS	3	Lecture	--T-R--	1100 - 1220
MGT	4335	256	STRATEG MGT & BUS	3	Lecture	--T-R--	1230 - 1350
MGT	4378	251	TRAINING & DEVELOPMENT	3	Lecture	--T---	1830 - 2120

Last updated Jan 16, 2020

### Spring 2020 close

Student:	Boko Bobcat	
Classification:	Senior	
Degree:	Bachelor of Business Admin.	
Major:	Management	

For more information on Enrollment Verification click [HERE](#).

Last updated Jan 23, 2020

## Spring 2020

close

Currently this student does not have any holds!

For more information on Holds click [here](#).

Last updated Jan 16, 2020

## Financial Aid

close

### Spring 2020

Award	Type	Status	Expected Amount	Paid to Date
Fed Direct Loan - Subsidized		Accepted via Web	\$2,750	\$2,721
Fed Direct Loan - Unsubsidized		Declined via Web	--	\$0
Estimated Waiver		Accepted	\$4,013	\$0
TSTG Grant UG (Resident)		Accepted via Web	\$750	\$750

Last updated Jan 21, 2020

## Financial Aid Requirements

close

### 2019-2020 Award Year

Req. Met?	Aid Code	Req. Code	Requirement Instructions
✓	1920		Authorization for Non-Standard Charges
✓	1920		DL Entrance Counseling
✓	1920		Enrollment Status Question
✓	1920		Free Application for Federal Student Aid (FAFSA)
✓	1920		Terms & Conditions

## Unofficial Transcript

close

For more information on Official Transcripts click [HERE](#).

### Fall 2019

Subject	Course	Section	Description	Credits	Final
MGT	4373	001	HUMAN RESOURCE MGT	3	A
MGT	4375	002	ORG BEH & HUM R	3	A
MKT	3365	001	SERVICES MARKETING	3	A
CIS	3374	002	SYS ANALYSIS & DES	3	A

### Summer 2019

## Account Balance

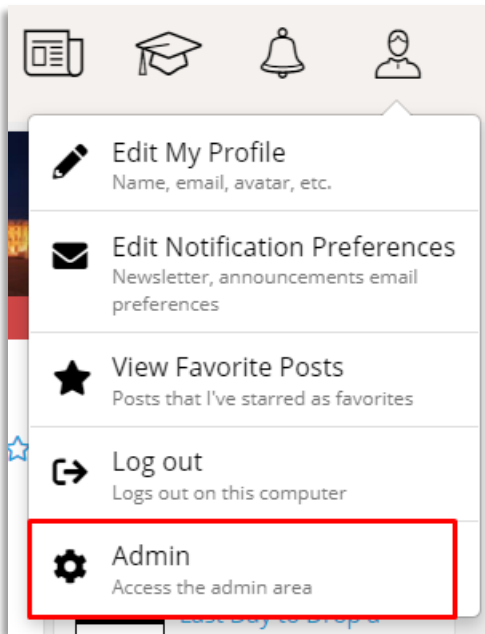
close

Currently this student does not have any outstanding charges on their account.

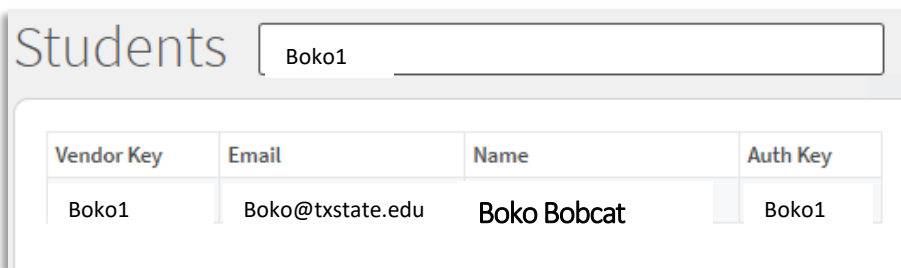
Authorized Users may [CLICK HERE](#) to make a payment on behalf of a registered student.

Last updated Jan 16, 2020

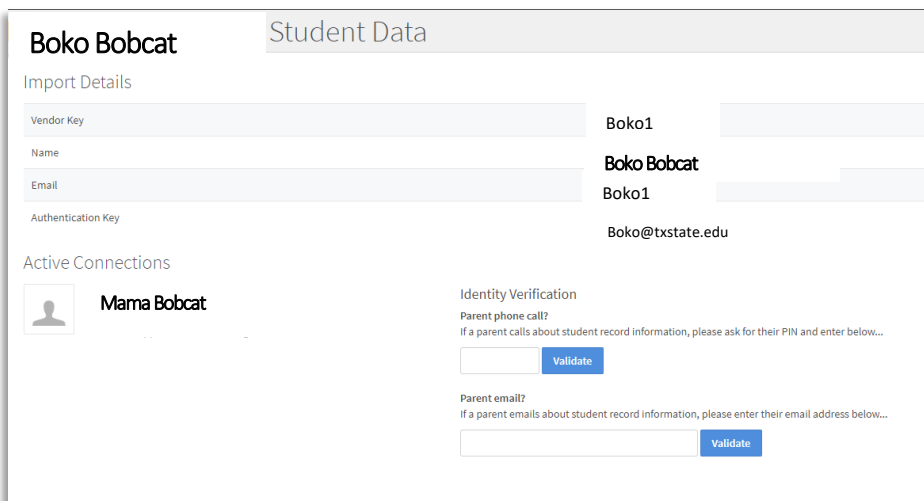
11) If a staff member receives a call or email from a parent, they will log into CampusESP, toggle over to “Admin” role:



12) Look the student up by their NetID (A-ID is not currently possible). Do not press enter and wait for the student information to display.



13) Check if the parent is an “active connection.” If yes, and the parent is calling, ask for the pin. If the parent is emailing, enter the parent email.



14) If the pin is incorrect, you will be notified. If the pin is correct, a list of FERPA items will be displayed, along with information about if access is granted and when.

**Boko Bobcat**
Student Data

Import Details

Vendor Key	Boko1
Name	Boko Bobcat
Email	Boko@txstate.edu
Authentication Key	Boko1

Active Connections

**Mama Bobcat**  
Other  
Connection approved 19 minutes ago

Identity Verification

Parent phone call?  
If a parent calls about student record information, please ask for their PIN and enter below...

Validate

Incorrect PIN

Please do not share student information with this parent. You can send this parent a PIN reset request by [clicking here](#).

Parent email?  
If a parent emails about student record information, please enter their email address below...

Validate

**Boko Bobcat**
Student Data

Import Details

Vendor Key	Boko1
Name	Boko Bobcat
Email	Boko@txstate.edu
Authentication Key	Boko1

Active Connections

**Mama Bobcat**  
Other  
Connection approved 21 minutes ago

Identity Verification

Parent phone call?  
If a parent calls about student record information, please ask for their PIN and enter below...

Validate

PIN verified

You're permitted to share student information with this parent.

Parent email?  
If a parent emails about student record information, please enter their email address below...

Validate

FERPA Requests	Status	Granted
Admission Records	⊘ not approved	
Housing Related Records	⊘ not approved	
Student Financial Records	⊘ not approved	
Student Disciplinary Records	⊘ not approved	
Financial Aid Records	⊘ not approved	
Veteran Benefit Information	⊘ not approved	
Academic Records/Transcript	✔ approved	Feb 04, 2020

15) If contacted via email, and the email is correct, similar information will be displayed.

**Boko Bobcat**
Student Data

Import Details

Vendor Key	Boko1
Name	Boko Bobcat
Email	Boko@txstate.edu
Authentication Key	Boko1

Active Connections

**Mama Bobcat**  
mamabobcat@gmail.com

Identity Verification

Parent phone call?  
If a parent calls about student record information, please ask for their PIN and enter below...

Validate

Parent email?  
If a parent emails about student record information, please enter their email address below...

mamabobcat@gmail.com

Validate

Email verified

You're permitted to share student information with this parent.

FERPA Requests	Status	Granted
Admission Records	⊘ not approved	
Housing Related Records	⊘ not approved	
Student Financial Records	⊘ not approved	
Student Disciplinary Records	⊘ not approved	
Financial Aid Records	⊘ not approved	
Veteran Benefit Information	⊘ not approved	
Academic Records/Transcript	✔ approved	Feb 04, 2020

16) If a parent no longer needs access, they can select “cancel this connection” within the CampusESP →View Student Connections area.

The screenshot shows the 'Boko Bobcat' user interface. At the top, it says 'Boko Bobcat' and 'Add New Connection'. Below that, it displays 'Boko Bobcat' and 'Connection status: approved'. It also shows 'Connection requested about 1 hour ago' and a PIN field with a 'Forgot PIN? Click to reset' link. The main section is titled 'Information access' and contains a table of permissions. A red arrow points to a 'cancel this connection' button at the bottom right.

Texas State Records Requests	Status	Requested?
Academic Records/Transcript Advising Center/Office of the University Registrar	approved	<input checked="" type="checkbox"/>
Admission Records Office of Undergraduate Admissions or The Graduate College	not approved	<input type="checkbox"/>
Financial Aid Records Financial Aid and Scholarships	not approved	<input type="checkbox"/>
Housing Related Records Department of Housing and Residential Life	not approved	<input type="checkbox"/>
Student Financial Records Student Business Services	not approved	<input type="checkbox"/>
Student Disciplinary Records Office of the Dean of Students	not approved	<input type="checkbox"/>
Veteran Benefit Information Office of Veterans Affairs	not approved	<input type="checkbox"/>

Update Request

cancel this connection

17) If a student wants to revoke access, they can update their permissions by viewing their connections in CampusESP by toggling to “not approved.”