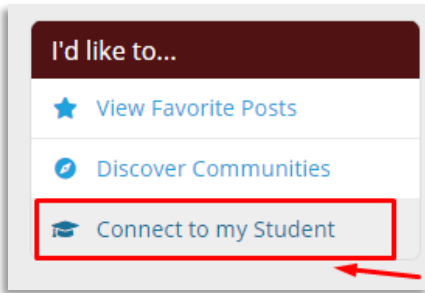# CampusESP:
Process for a Parent to Request Access,
Student to Approve Access, and Staff to Check Access

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."

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

Boko Bobcat

Eric, Thomas Ochoa   Add New Connection

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	pending	✓
Admission Records Office of Undergraduate Admissions or The Graduate College	not requested	×
Financial Aid Records Financial Aid and Scholarships	not requested	×
Housing Related Records Department of Housing and Residential Life	not requested	×
Student Financial Records Student Business Services	not requested	×
Student Disciplinary Records Office of the Dean of Students	not requested	×
Veteran Benefit Information Office of Veterans Affairs	not requested	×

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**
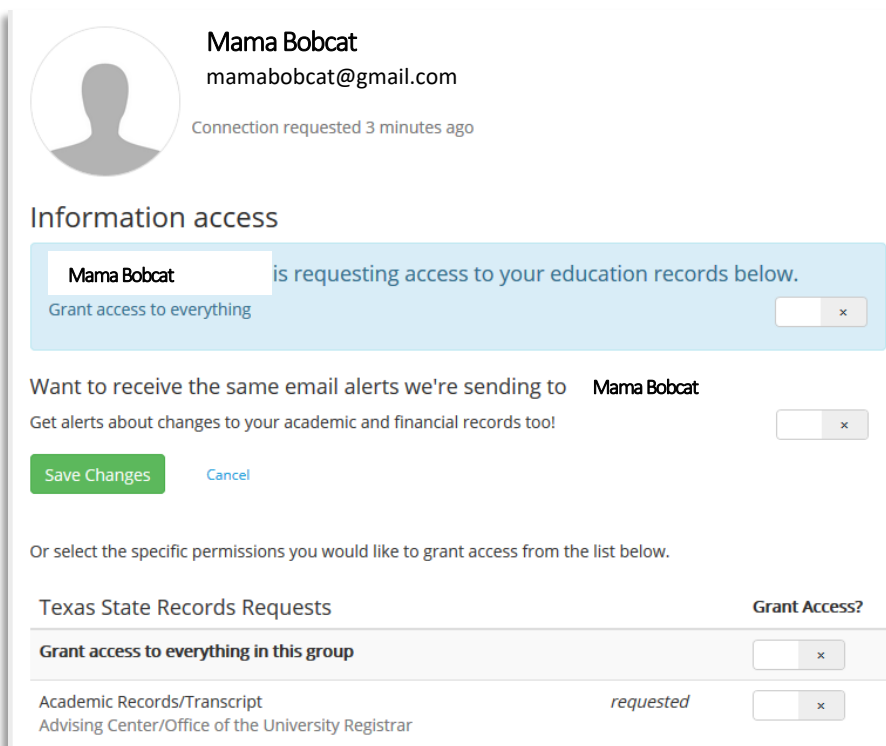 Advising Center/Office of the University Registrar

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.
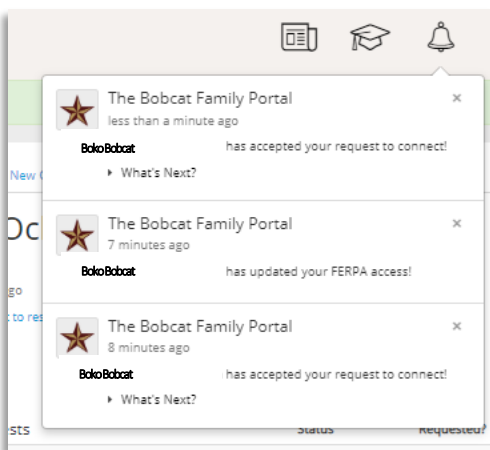
Texas State Parent and Family Team

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

Connection Requests

You have an open connection request!

Mama Bobcat
mamabobcat@gmail.com

Connection requested 2 minutes ago

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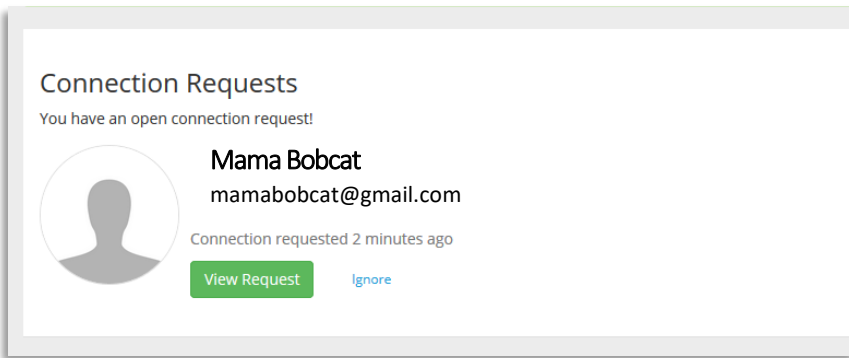
7) When viewing the request, the student can grant access. The first option is to approve all, regardless of if the parent requested individual items. If the student wants to approve individual items, they will have to scroll down.

Mama Bobcat
mamabobcat@gmail.com

Connection requested 3 minutes ago

Information access

Mama Bobcat   is requesting access to your education records below.

Grant access to everything   [×]

Want to receive the same email alerts we're sending to   Mama Bobcat

Get alerts about changes to your academic and financial records too!   [×]

[Save Changes]   Cancel

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

Texas State Records Requests		Grant Access?
Grant access to everything in this group		[×]
Academic Records/Transcript Advising Center/Office of the University Registrar	*requested*	[×]

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

The Bobcat Family Portal   ×
less than a minute ago

Boko Bobcat   has accepted your request to connect!
▸ What's Next?

The Bobcat Family Portal   ×
7 minutes ago

Boko Bobcat   has updated your FERPA access!

The Bobcat Family Portal   ×
8 minutes ago

Boko Bobcat   has accepted your request to connect!
▸ What's Next?

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	3/4 Time	None	$7,514.00
ENROLLED HOURS	STATUS	HOLDS	FINANCIAL AID

None	3.58	$0	
FINANCIAL AID REQUIREMENTS	OVERALL GPA	ACCOUNT BALANCE	Calendar

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

Currently this student does not have any holds!

For more information on Holds click here.

Last updated Jan 16, 2020

Financial Aid

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

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

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

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:
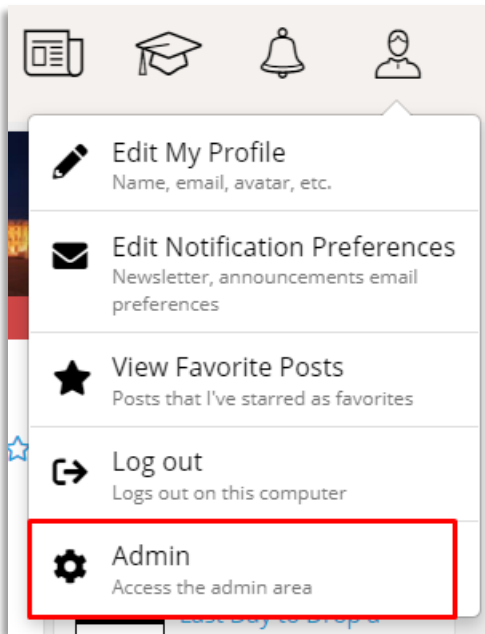
12) Look the student up by their NetID (A-ID is not currently possible). Do not press enter and wait for the student information to display.
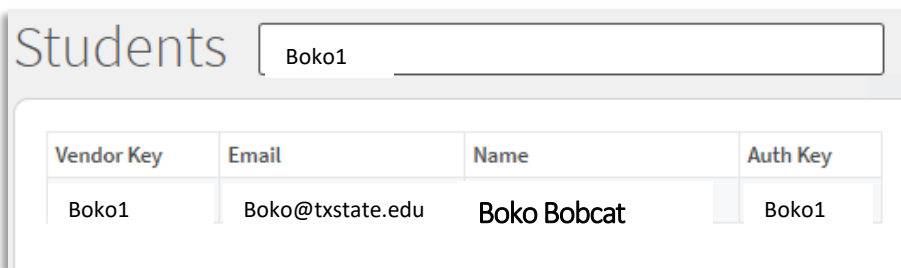
13) Check if the parent is an "active connection." If yes, and the parent is calling, ask for the pin. If the parent is emailing, enter the parent email.
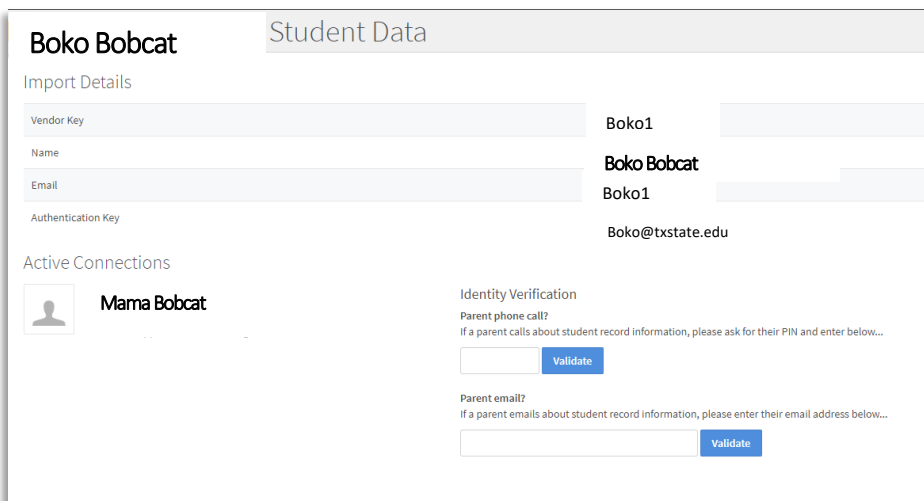
14) If the pin is incorrect, you will be notified. If the pin is correct, a list of FERPA items will be displayed, along with information about if access is granted and when.

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

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

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