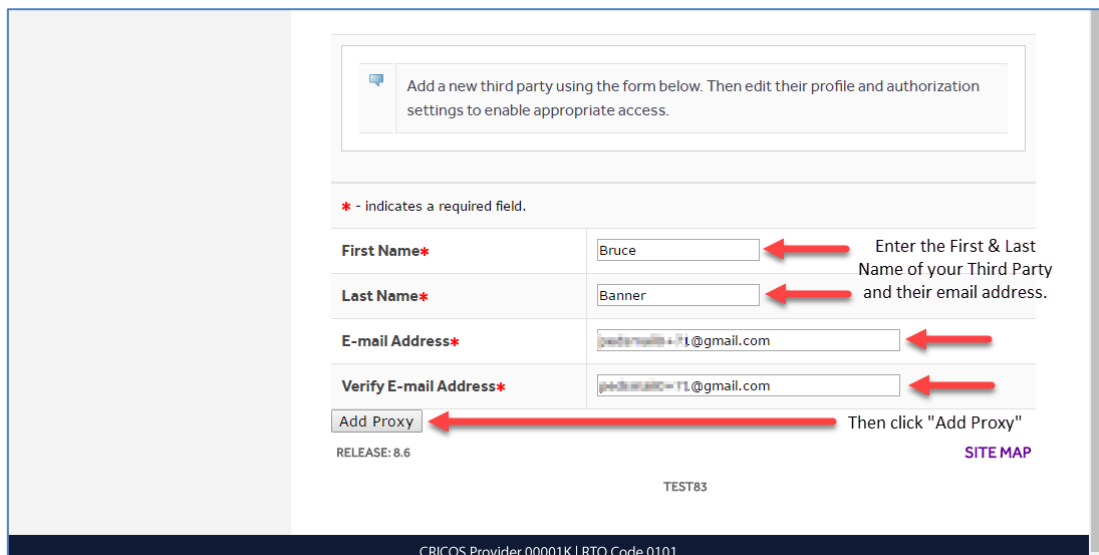


How to set up a Third Party on your CIT Self-Service Account

A third party is also known as a Proxy. **PROXY** noun (*plural proxies*) a person authorised to represent or act for another person.

1. CIT Students enter the **Third Party Access Menu** from the Main Menu within CIT Self-Service.
2. Within the Third Party Access menu, click **Third Party Management**.
3. Anyone who has been set up as a third party on your account will be displayed here. If no one has been set up as a third party, the message will let you know that your Third Party List is empty.

4. To add a new third party, click on **Add Proxy**.



Add a new third party using the form below. Then edit their profile and authorization settings to enable appropriate access.

* - indicates a required field.

First Name* Enter the First & Last Name of your Third Party and their email address.

Last Name*

E-mail Address*

Verify E-mail Address*

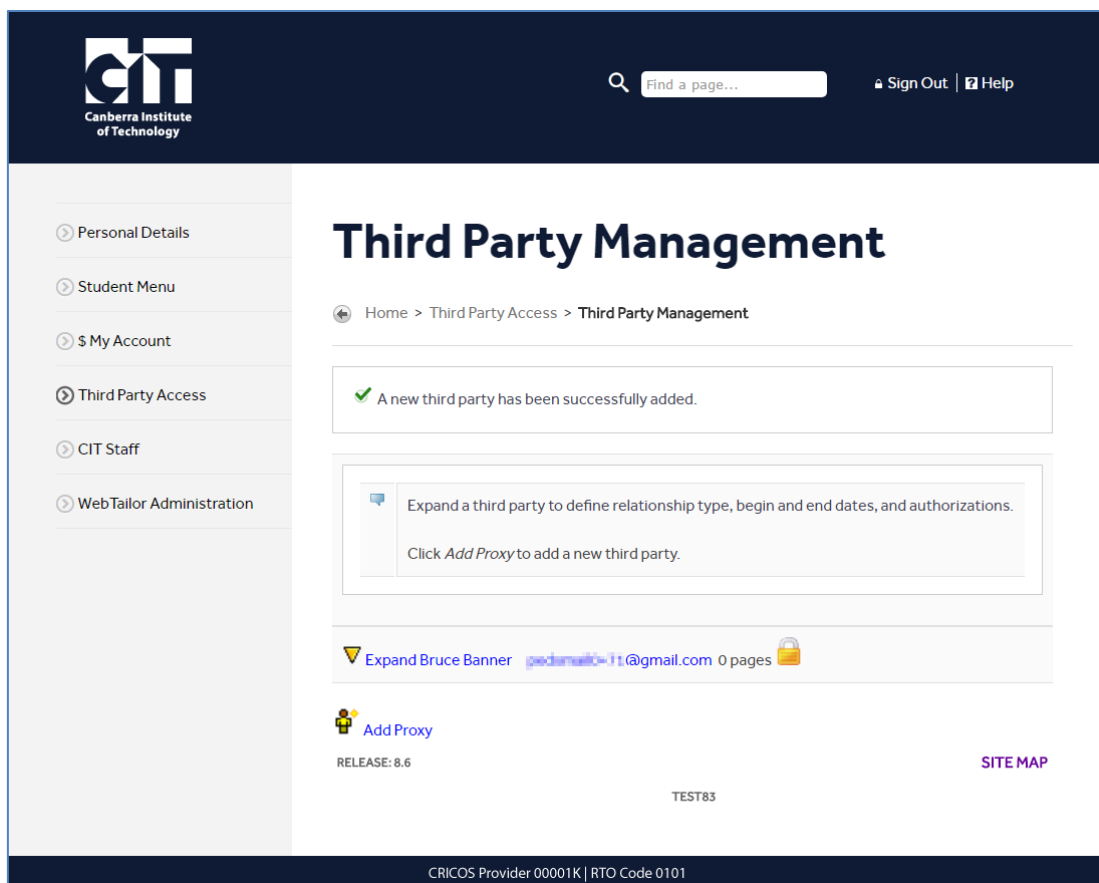
Then click "Add Proxy"


RELEASE: 8.6 SITE MAP

TEST83

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5. Enter the **First Name** and **Last Name** of the person who will be the third party.
6. Enter the third party's **E-mail Address** twice.
7. Click the **Add Proxy** button.



 Canberra Institute of Technology

Find a page... Sign Out | Help

Personal Details

Student Menu

My Account


Third Party Access

CIT Staff



Web Tailor Administration


Third Party Management

Home > Third Party Access > Third Party Management

 A new third party has been successfully added.

Expand a third party to define relationship type, begin and end dates, and authorizations.
Click *Add Proxy* to add a new third party.

 Expand Bruce Banner pced@mail+11@gmail.com 0 pages 

 [Add Proxy](#)

RELEASE: 8.6 SITE MAP

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Relationship types and page authorisations still need to be established.

- Click on the new third party's name to expand the details.

Please select your **Relationship** with this third party (if not already selected). The list of pages available to the third party is based on the relationship type.

The **Description** field is your personal note about this third party (dad, mum, supervisor, company name).

The **Passphrase** (a code word or phrase) can be used by your third party when speaking to Infoline in order to access information about your account that has been authorized for them to view. You must communicate the passphrase to your third party (click the E-Mail Passphrase link below to email it to your third party.)

You can control the **Start** and **Stop** dates for third party access below.

* - indicates a required field.

Relationship*	Parent or Legal Guardian ▼	Select a Relationship type for your Third Party.
Description	<input type="text"/>	
Passphrase	<input type="text"/>	
Start Date (DD/MM/YYYY)*	<input type="text" value="01/05/2017"/>	
Stop Date (DD/MM/YYYY)*	<input type="text" value="28/10/2017"/>	

[E-mail Passphrase](#) [Reset PIN](#) [Delete Proxy Relationship](#)

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- Select a **Relationship** type from the list. Options are:

- Parent or Legal Guardian
- Employer

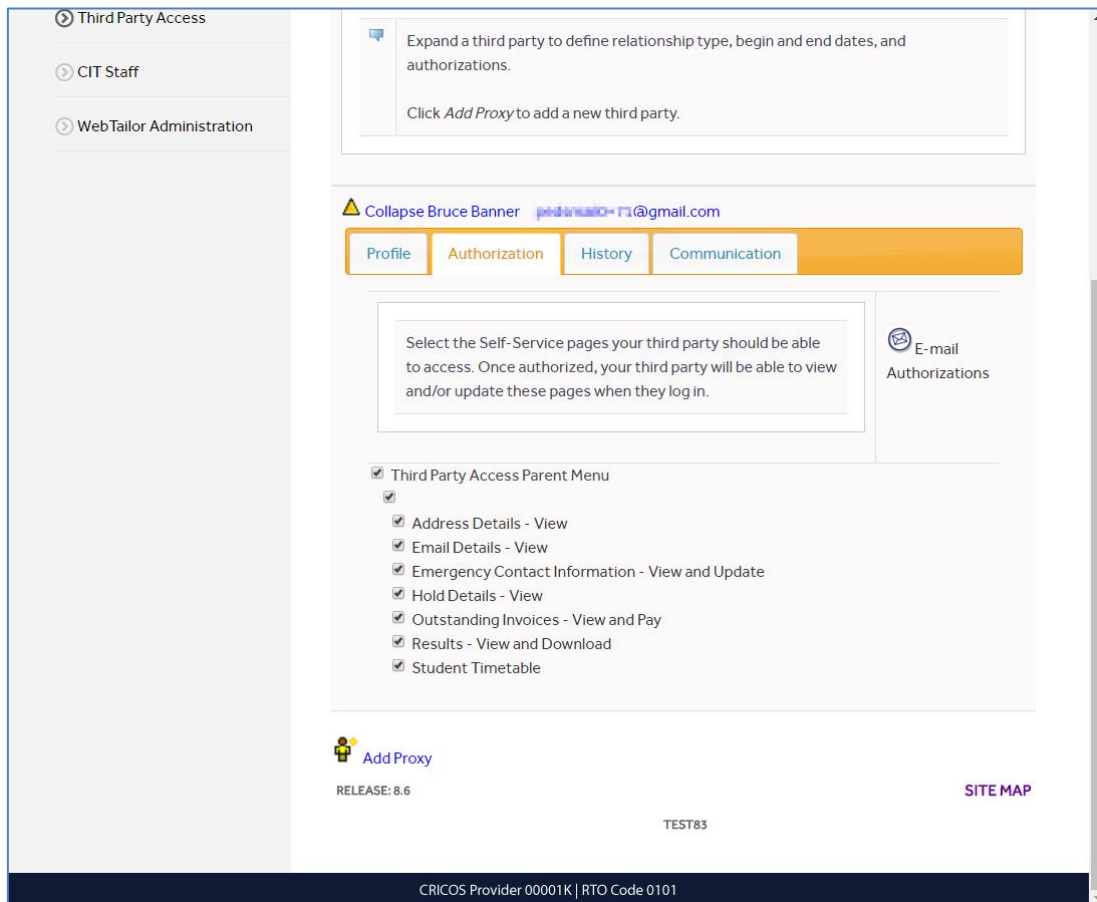
- If you wish, you can add a **Description** for this third party e.g. Mum, Dad etc.

- A **Passphrase** can be added now or later (or not at all).

A passphrase is a unique code word or phrase that a student assigns to each third party they set up. Third Party's need to use their passphrases when they call Infoline in order to access information you authorize them to see. To add a Passphrase:

- Enter the code word or phrase into the passphrase field.
- Click the **E-mail Passphrase** link. This will send your third party an email with their passphrase included – they will need that when speaking with Infoline.

12. Click the **Authorization** tab
13. Tick the boxes next to the pages you would like your third party to have access to.



14. Click the **E-Mail Authorizations** link to send an email to your third party advising them of the pages that they may view.

What does your Third Party see?

When you added your third party (at step 7), if they were new to the system, an email was sent to your third party with a single use link/URL and password to be used to verify their email address. When they log in, they will be asked to change their password and enter any missing profile information.

When the relationship was established (at step 9), an email was sent to your third party advising them that they had been set up as a third party on your account. The email will contain a link that can be used to log into the Third Party Access System. There is no action required with this email.

When you clicked the **E-Mail Authorizations** link (in step 12), an email was sent to your third party advising them of the pages that they now have access to view in the Third Party Access System. There is no action required with this email.

Your third party will now be able to log into the Third Party Access System and view all of the pages (and the information within those pages) that you have authorized them to see.



How Can I Stop Third Party Access?

1. CIT Students enter the **Third Party Access** Menu.
2. Click on Third Party Management.

3. Click on the third party's name to expand the details.
4. Change the **Stop Date** to yesterday's date.

The third party will no longer be able to view your details. 30 days after the third party has last viewed your details, the Delete Proxy Relationship link will appear. You can then remove the third party completely from your account.

Profile | Authorization | History | Communication

Please select your **Relationship** with this third party (if not already selected). The list of pages available to the third party is based on the relationship type.




The **Description** field is your personal note about this third party (dad, mum, supervisor, company name).

The **Passphrase** (a code word or phrase) can be used by your third party when speaking to Infoline in order to access information about your account that has been authorized for them to view. You must communicate the passphrase to your third party (click the E-Mail Passphrase link below to email it to your third party.)

You can control the **Start** and **Stop** dates for third party access below.

* - indicates a required field.

Relationship*	Parent or Legal Guardian ▼
Description	<input type="text"/>
Passphrase	<input type="text"/>
Start Date (DD/MM/YYYY)*	01/01/2017
Stop Date (DD/MM/YYYY)*	30/04/2017

 E-mail Passphrase  Reset PIN  Delete Proxy Relationship

Stop date set to 30 Apr, 2017

Change this date to yesterday's date to stop Third Party access for this person.

Delete Proxy Relationship will appear 30 days after your Third Party last accesses your account

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