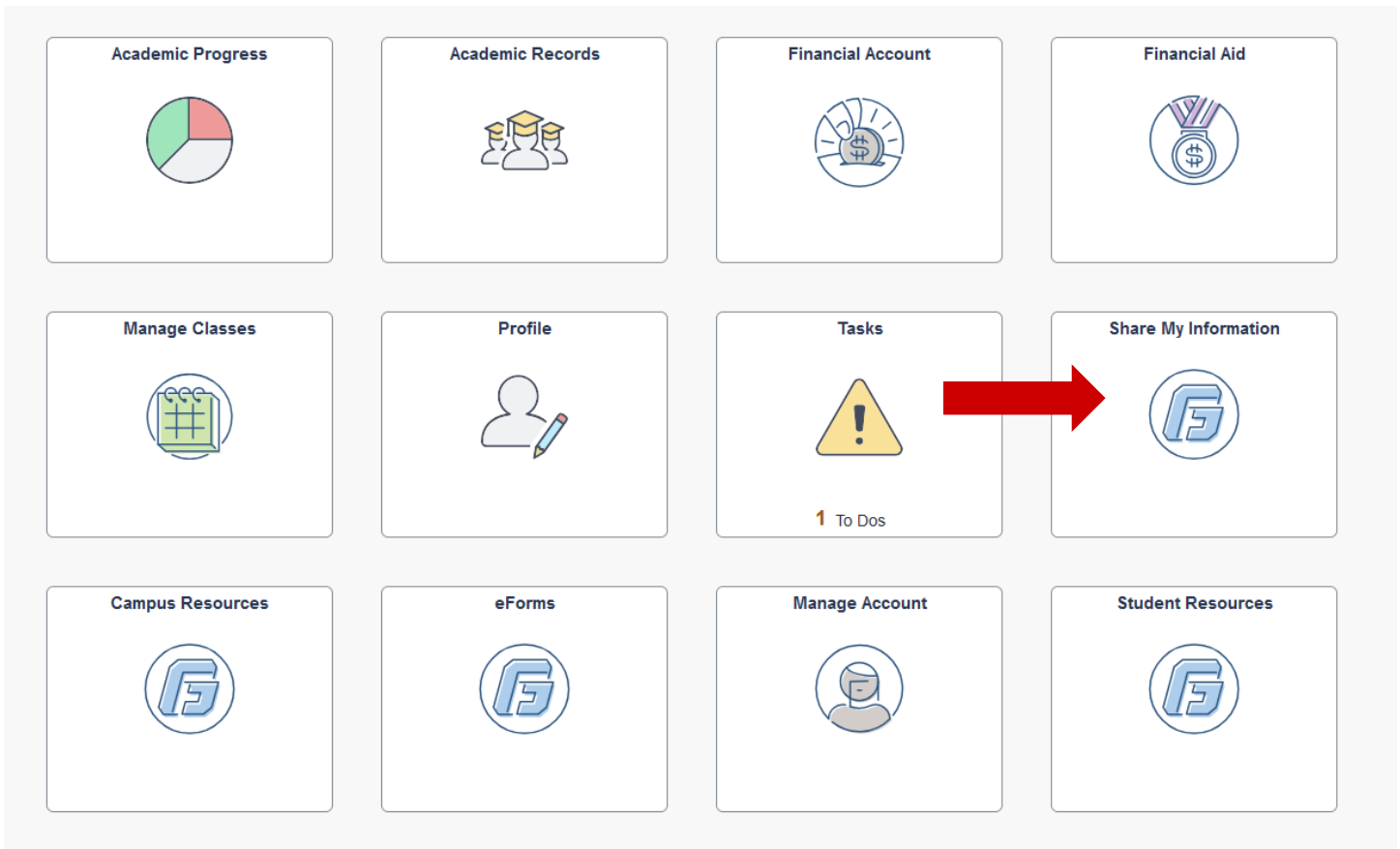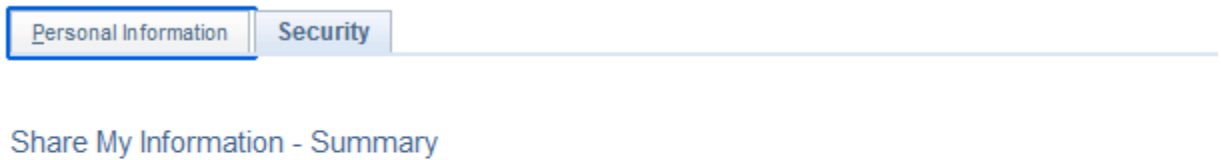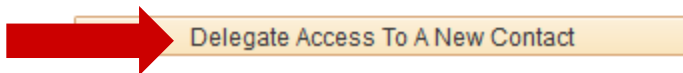# How to Share Your Information in MyGeorgeFox

1. Log into MyGeorgeFox (my.georgefox.edu) using your GFU username and password.
2. Click Share My Information tile.

3. Click Delegate Access to A New Contact.

4. Read and accept the FERPA agreement.

5. Add the new contact information and select what access you'd like to give to them within MyGeorgeFox.

*Contact Name [   ]

*Relationship [▾]

*Contact Email Address [   ]

*Confirm Email Address [   ]

Contact Status Unknown

Transaction Name	Description	Start Date	Transaction Status
☐ Emergency Contacts	Delegate the ability to view and update your emergency contacts.		
☐ Payment History	Payment History		
☐ Review Student Financial Aid Information	Review Student Financial Aid Information Award Summary and Report external aid		
☐ Review Student Financial Information	Review Student Financial Information like 1098T,Make a Payment and Charges Due		
☐ Review Student Records Information	Review Student Weekly Class Schedule,View grades, view unofficial transcripts and AAR		
☐ View Contact Information	Delegate the ability to view your phone numbers, email addresses and addresses.		
☐ View Holds	Delegate the ability to view the holds placed on your record for specific services.		
☐ View To Do List	Delegate the ability to view the pending items on your to do list generated by the institution.		

[Select All]   [Clear All]

[Save]

6. Click Save. Then Okay on the pop-up box.
7. You should receive a successful message. Click Okay.
8. An email will be sent to the contact to login to MyGeorgeFox in order to access the records you indicated.