

# Delegated Access

Delegated Access is a functionality in PeopleSoft Campus Solutions that allows a student to authorize another person such as a parent to be a representative to perform a certain task. The student may authorize that person to execute a transaction on their behalf by delegating access. For example, a student could allow a parent to view their personal and academic information or make a payment on behalf of the student. If the parent previously did not have access to PeopleSoft, the student could invite the parent to register and create a user account in order to access the system.

## **What is this new feature?**

Delegated Access is a feature that allows a student to authorize a person to view student information or perform transactions on behalf of the students. For example, a student may allow a parent to view grades or to make a payment on tuition that is due.

## **Why did I get it?**

This feature is being rolled out to help students share information with family or friends and to also simplify the tuition payment if the students would like another person to make that payment.

## **What is the point of it if folks can see my tasks, but not help me complete them?**

Some information would be better controlled by the students themselves to preserve data integrity and security that the students will need to maintain.

## **How long does this Delegated Access last?**

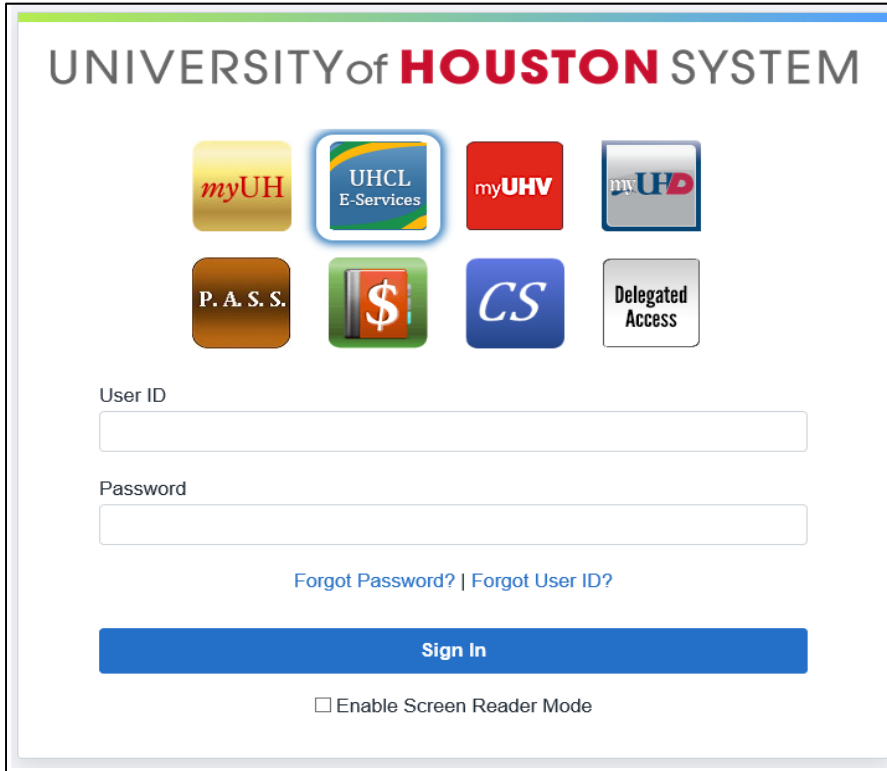
The access will last until the student revokes the access that has been granted to a delegate.

## **Do I need to update this each semester?**

No, it does not need to be updated each semester, but we do recommend that students periodically review the access that they have granted to delegates.

## Granting Access

1. Student logs in to Student Self-Service.



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myUH UHCL E-Services myUHV myUFD

P. A. S. S. \$ CS Delegated Access

User ID

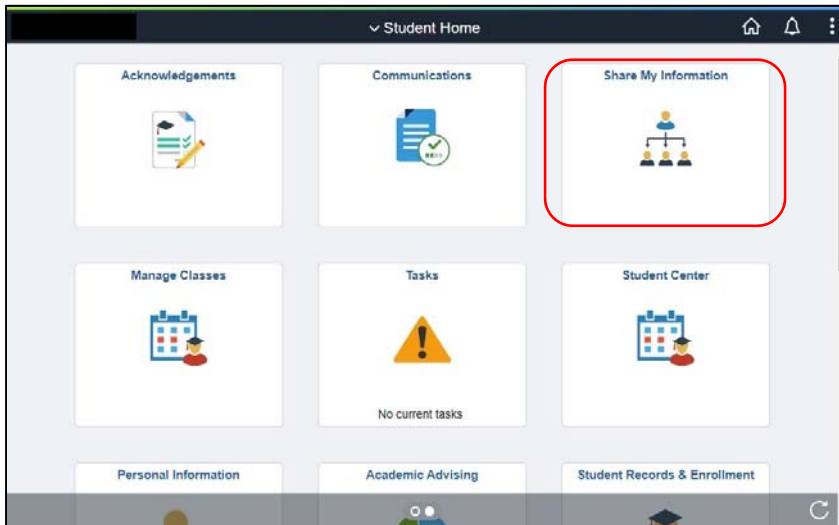
Password

[Forgot Password?](#) | [Forgot User ID?](#)

**Sign In**

Enable Screen Reader Mode

2. Student clicks on the Share My Information tile to navigate the Share My Information page.



- Student clicks on the Delegate Access To A New Contact button.

The screenshot shows the 'Share My Information' page. At the top, there are navigation tabs for 'Personal Information', 'Security', and 'Participation'. Below these, there are links for 'FERPA Restrictions' and 'Share My Information'. The main heading is 'Share My Information - Summary'. A paragraph of text explains the purpose of the page. A red box highlights the 'DELEGATE ACCESS TO A NEW CONTACT' button. Below this, there is a table for 'Tony Stark' with columns for 'Contact Name', 'Contact Email Address', 'Relationship', and 'Contact Status'. A second table shows 'Shared Access' with columns for 'Transaction Name', 'Start Date', and 'Transaction Status'.

Contact Name	Contact Email Address	Relationship	Contact Status
Tony Stark	[redacted]@aol.com	Friend	Accepted

Shared Access	Start Date	Transaction Status
View To Do List	08/04/21	Access Granted
View Holds	08/04/21	Access Granted
View Contact Information	08/04/21	Access Granted
View Grades	08/04/21	Access Granted

- Student fills out the information of the delegate that they would invite to access their information and then clicks on the Authenticate Identity button.

The screenshot shows the 'Share My Information - Details' page. It contains several form fields: '\*Contact Name', '\*For the purpose of informing', '\*Relationship', '\*Contact Email Address', and '\*Confirm Email Address'. Below these are 'Contact Status' (Unknown) and 'Institution' (University of Houston). A table lists various transaction options with checkboxes and descriptions. A red box highlights the 'Authenticate Identity' button. Below the button, there is a 'Verification Status' of 'Pending', a name input field, and a 'Date' field. There are also checkboxes for 'I accept terms and conditions' and 'I decline to electronically sign this agreement'. A 'Save' button is at the bottom, along with a link to 'Return to Share My Information Summary'.

Transaction Name	Description	Transaction Status
<input type="checkbox"/> Make a Payment	Delegate the ability to Make a Payment on your account	
<input type="checkbox"/> View Contact Information	Delegate the ability to view your phone numbers, email addresses and addresses.	
<input type="checkbox"/> View Financial Aid	Delegate the ability to view your Financial Aid information.	
<input type="checkbox"/> View Grades	Delegate ability to view your grades.	
<input type="checkbox"/> View Holds	Delegate the ability to view the holds placed on your record for specific services.	
<input type="checkbox"/> View To Do List	Delegate the ability to view the pending items on your to do list generated by the institution.	

5. Student clicks on the Send PIN to Email button.

The screenshot shows a mobile application interface titled "Share My Info Details". At the top, there is a navigation bar with a back arrow, the text "Share My Information - Details", and the title "Share My Info Details". Below the navigation bar, the page is titled "Student Authentication". There is a redacted area for a name, followed by "Emplid" and another redacted area. A message says "Click on 'Send PIN to email' and enter PIN below to proceed". A yellow button labeled "Send PIN to email" is highlighted with a red rectangular box. Below it is a grey button labeled "Resend PIN". There is a text input field labeled "Enter PIN" and a label "Verification Status". Below the input field is a grey button labeled "Verify". At the bottom, there are two buttons: "Proceed with saving Delegate" and "Cancel".

6. Student receives email for the PIN.

The screenshot shows an email interface. The subject is "Delegate Access Student Authentication PIN". The sender is "sa92tst@central.uh.edu" with a profile picture of a red circle containing a white 'S'. The recipient is "To: [redacted]@uh.edu". Action buttons include "Reply", "Reply All", "Forward", and a three-dot menu. The date and time are "Sun 8/8/2021 6:40 PM". The email body contains the following text:  
You are attempting to create a Delegate or modify an existing Delegate.  
You must enter the PIN below on the Student Authentication page before you can save your changes.  
This PIN expires in 15 minutes. After the PIN expires, you must send a new PIN to your email.  
**Your Student Authorization PIN is 2901.**  
This is an auto generated email; please do not respond to this message.  
This is an official message sent by the University of Houston System. To verify the validity of this message, email [security@uh.edu](mailto:security@uh.edu).

7. Student enters the PIN on the page and clicks on the Verify button.



The screenshot shows the 'Share My Info Details' page. At the top, there is a navigation bar with a back arrow, the title 'Share My Info Details', and icons for home, notifications, and a menu. Below the navigation bar, the page is titled 'Student Authentication'. It displays a redacted email address and a redacted EmpID. A message instructs the user to 'Click on 'Send PIN to email' and enter PIN below to proceed'. There are three buttons: 'Send PIN to email' (disabled), 'Resend PIN', and 'Verify'. The 'Enter PIN' field contains the number '2901' and is highlighted with a red box, along with the 'Verification Status' label and the 'Verify' button. At the bottom, there are two buttons: 'Proceed with saving Delegate' and 'Cancel'.

8. Student enters a last name and a first name for the digital signature, checks the "I accept the terms and conditions" checkbox, and then clicks on the Save button.

The screenshot shows the 'Share My Information - Details' page. At the top, there is a navigation bar with a back arrow, the title 'Share My Information - Details', and icons for home, notifications, and a menu. Below the navigation bar, there is a list of delegation options with checkboxes and descriptions. The options are: 'View Contact Information' (unchecked), 'View Emergency Contacts' (unchecked), 'View Grades' (checked), 'View Holds' (checked), and 'View To Do List' (checked). Below the list are 'Select All' and 'Clear All' buttons. A 'Authenticate Identity' button is also present. The 'Verification Status' is shown as 'Complete'. A red box highlights the signature section, which includes a prompt to 'Please enter your name in Last name, First name format and press Enter to continue'. There is a name input field with a redacted name and a date field showing 'Date 08/08/2021'. Below the name field, there is a checked checkbox for 'I accept terms and conditions' and an unchecked checkbox for 'I decline to electronically sign this agreement'. A 'Save' button is located below the checkboxes. At the bottom right, there is a link to 'Return to Share My Information Summary'.

9. Student receives and email acknowledgment that contains a key to be used by the delegate.


Access to some of your school data for University of Houston-Downtown has bee...

 noreply@central.uh.edu  
To: @uh.edu

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Sun 8/8/2021 6:45 PM

**UNIVERSITY of HOUSTON SYSTEM**




Delegate access has been granted to Steve Rogers (Friend) in your self-service account to view or update the following information for University of Houston-Downtown:

- View Grades
- View Holds
- View To Do List

In order for your Delegate to create an account, you must provide them with the security key below. The security key will expire after 48 hours. After the key expires, you must log into your self-service account and reset the security key.

**Security Key:** Of8ZZ8W

**Institution:** 

If you did not authorize the Delegate access, please contact UHS Information Security at [security@uh.edu](mailto:security@uh.edu) or 832-842-4695. To remove or make changes to the Delegate access, please sign-in to your self-service account and select the Share My Information tile.

You are solely responsible for the actions taken on your behalf by the designated person.

This is an auto generated email; please do not respond to this message.

This is an official message sent by the University of Houston System. To verify the validity of this message, email [security@uh.edu](mailto:security@uh.edu).

10. The delegate receives an email for the instruction to create an account to access the student's information.

**Access to [redacted] school data has been granted to you for [redacted]**

(noreply@central.uh.edu) Sun, Aug 8, 2021 6:44 pm

To: you [Details](#)

[redacted]

Steve Rogers,

You have been granted access to [redacted]. You will be able to view or update the following transactions on [redacted] behalf:

- View Grades
- View Holds
- View To Do List

**Institution:** [redacted]

**Account Registration Instructions:**  
In order to create a Delegate account, you must obtain a security key from [redacted]. The security key will expire after 48 hours.

Note: If you have an existing Delegate account or an existing PeopleSoft account (student, employee, etc.), visit my.uh.edu and log in to the Delegated Access site. Then click on the Term and Conditions tile and enter the information in Step 2 below. This will establish access to the student's information.

1. For new users, click this [link](#) to create your new Delegate account.
2. You will be required to enter both of the following:
  - a) The Security Key.

AND

- b) The email address where we sent you this notification.

You will receive a confirmation email after completing the registration.  
For assistance, please visit this [webpage](#).

This is an auto generated email; please do not respond to this message.

This is an official message sent by the University of Houston System. To verify the validity of this message, email security@uh.edu.

11. The delegate clicks on the link identified above and then fills out the information as in the example below.

UNIVERSITY of HOUSTON SYSTEM

**Create Account**

User ID: P000035

\*Password: [redacted]

\*Confirm Password: [redacted]

\*First Name: Steve

\*Last Name: Rogers

\*Email Address: [redacted]

\*Confirm Email Address: [redacted]

\*Security Question 1: What high school did I graduate from?

\*Response 1: UH

\*Security Question 2: Where was I born?

\*Response 2: HOUSTON

**Terms and Conditions**

You have been granted access to view data that belongs to a student. The privacy of student education records is protected by a federal law known as the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Section 1232g, 34 CFR Part 99.

FERPA is a Federal law that is administered by the Family Policy Compliance Office.

I accept terms and conditions

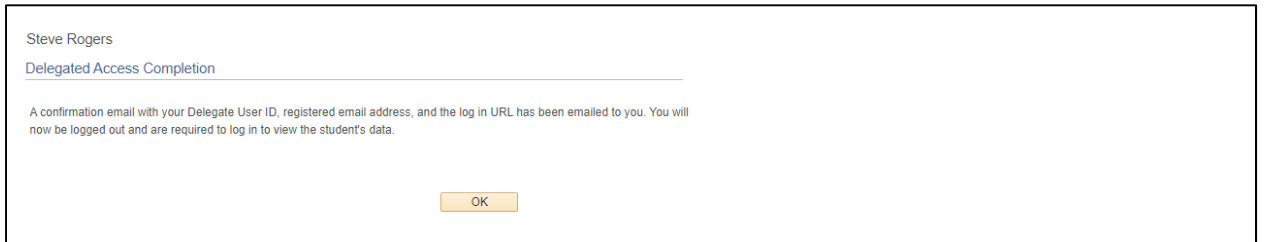
I decline to electronically sign this agreement and understand I cannot create account until I electronically sign and accept the terms and conditions.

Security Key: 01221W Enter the Security Key that was emailed to the student

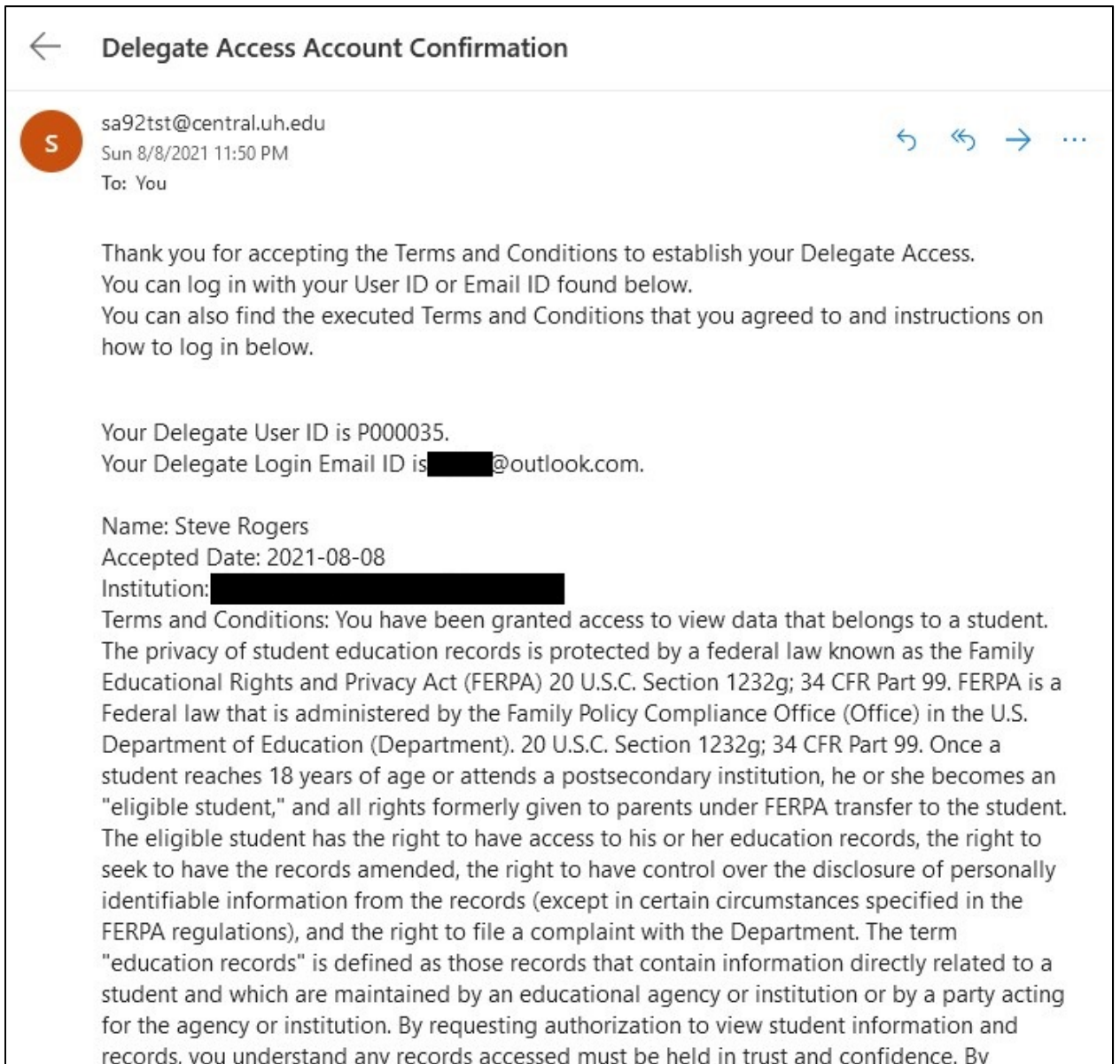
Contact Email: [redacted] Enter the email address that the notification was sent to

[Create Account](#)

12. After clicking on the Create Account button, the delegate is presented with a confirmation message.

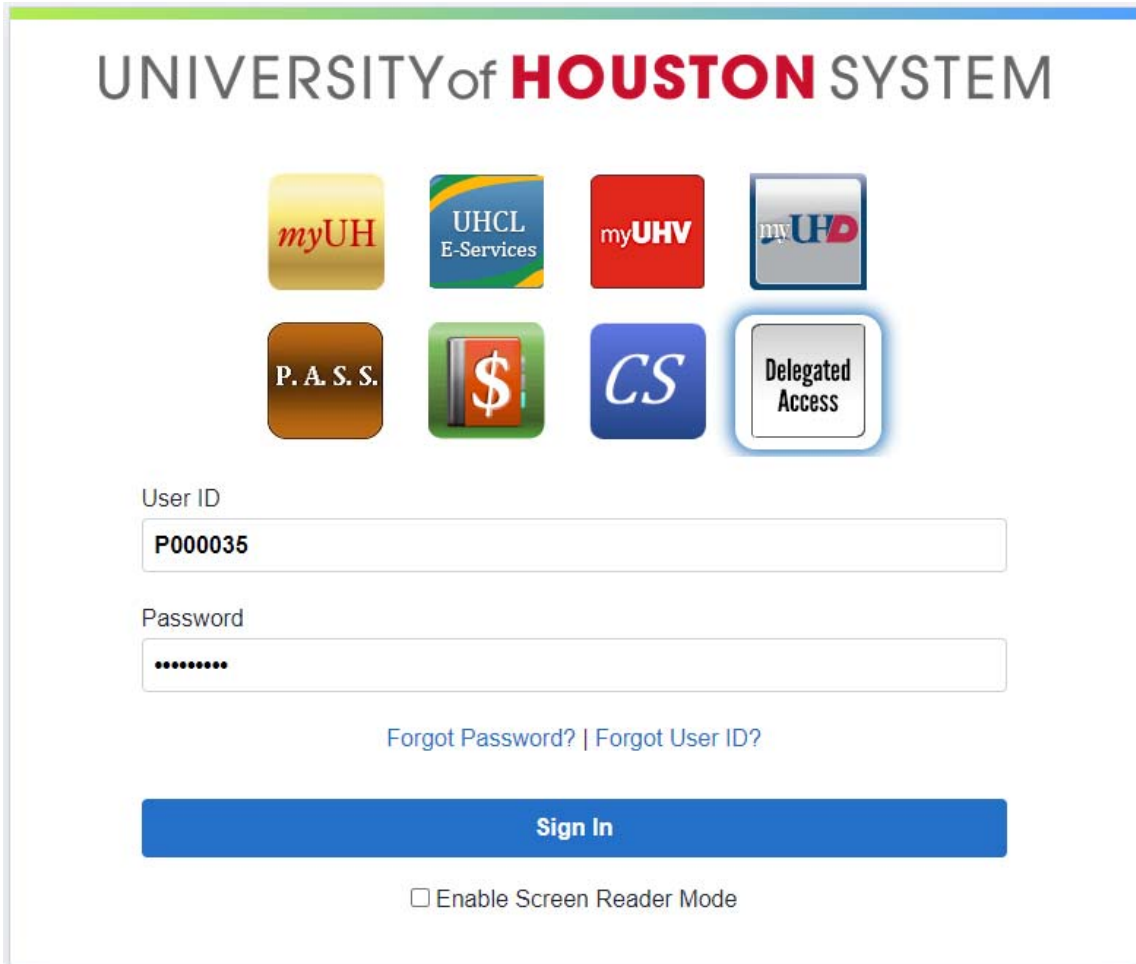


13. In addition, the delegate receives a confirmation email that contains the userID assigned to the delegate to be used for logging in.





14. The delegate can now login by using the portal below with the userID that has been assigned to them and a password that they have created.



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myUH UHCL E-Services myUHV myUFD

P. A. S. S. \$ CS Delegated Access

User ID  
P000035

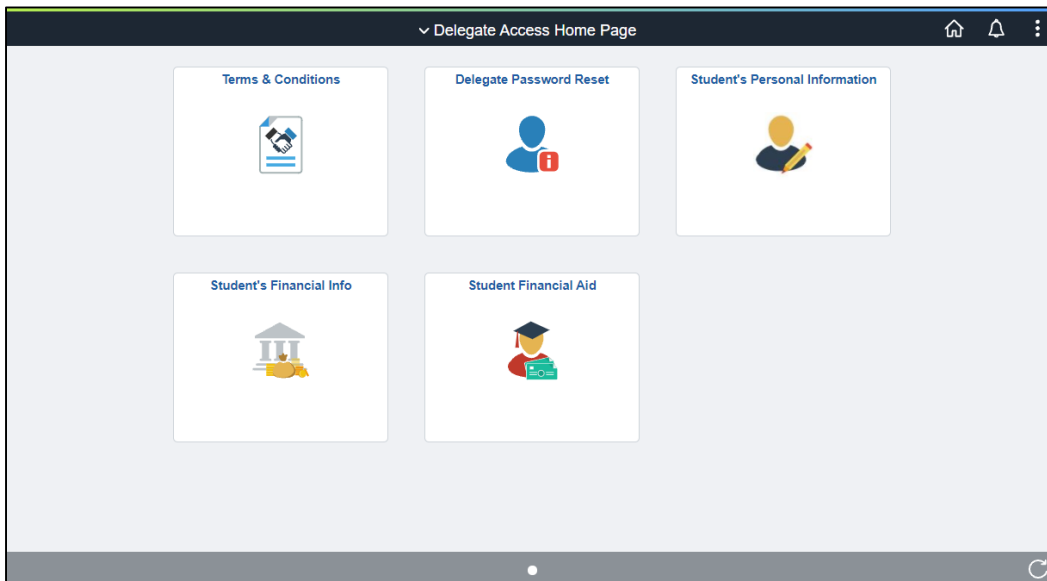
Password  
.....

[Forgot Password?](#) | [Forgot User ID?](#)

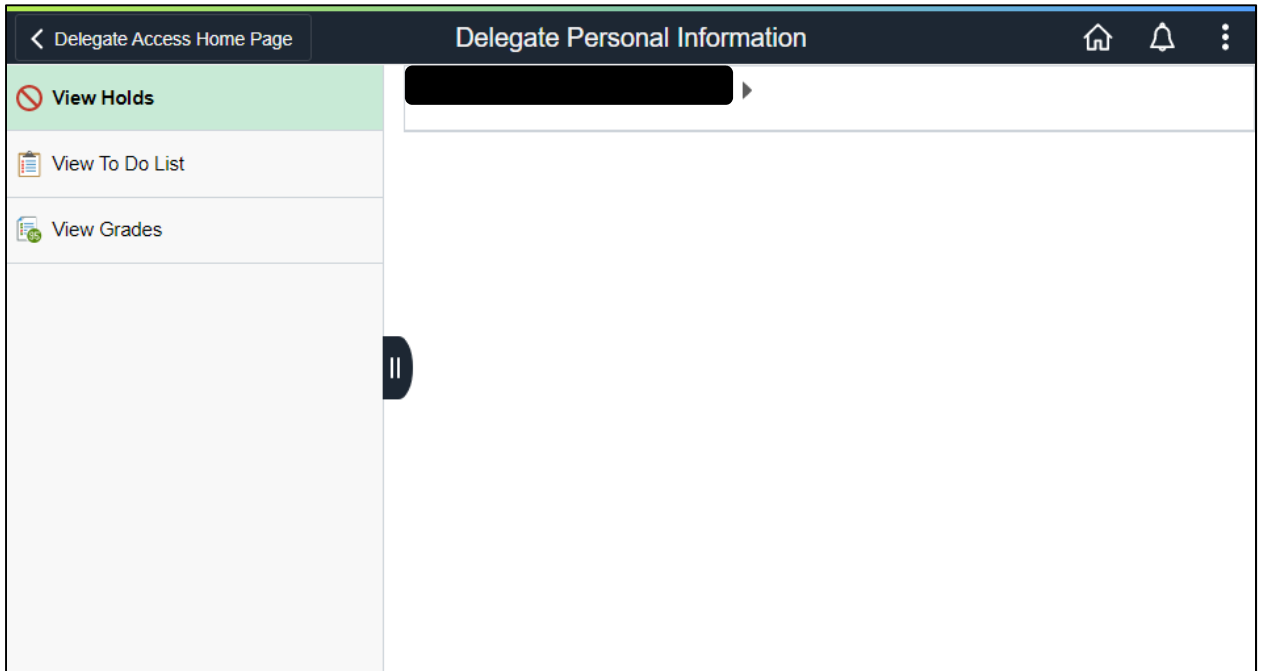
**Sign In**

Enable Screen Reader Mode

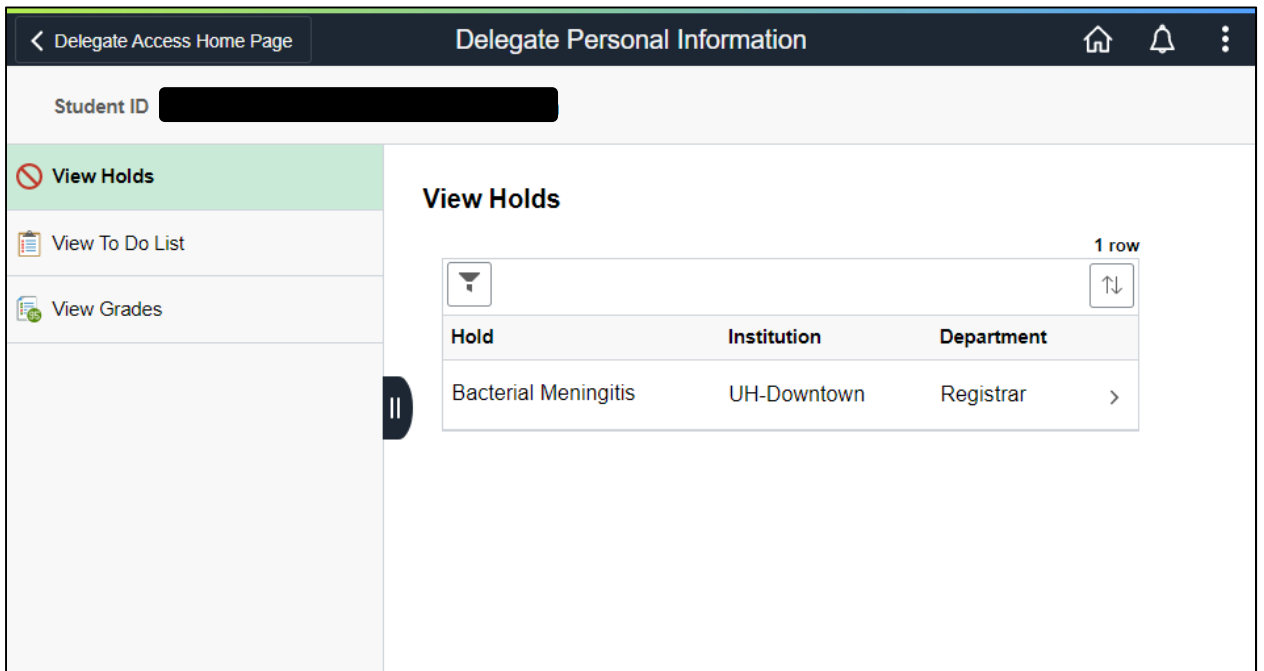
15. On the main Delegate's page, the delegate can click on the Student's Personal Information tile.



16. Based on the access that has been granted by the student, in this example, the delegate can access the three information below.



17. View Holds.



18. View To Do List

Delegate Access Home Page Delegate Personal Information

Student ID [REDACTED]

View Holds

**View To Do List**

View Grades

**View To Do List**

No current tasks

19. View Grades.

Delegate Access Home Page Delegate Personal Information

Student ID [REDACTED]

Summer 2021

[REDACTED]

View Holds

View To Do List

**View Grades**

**View Grades**

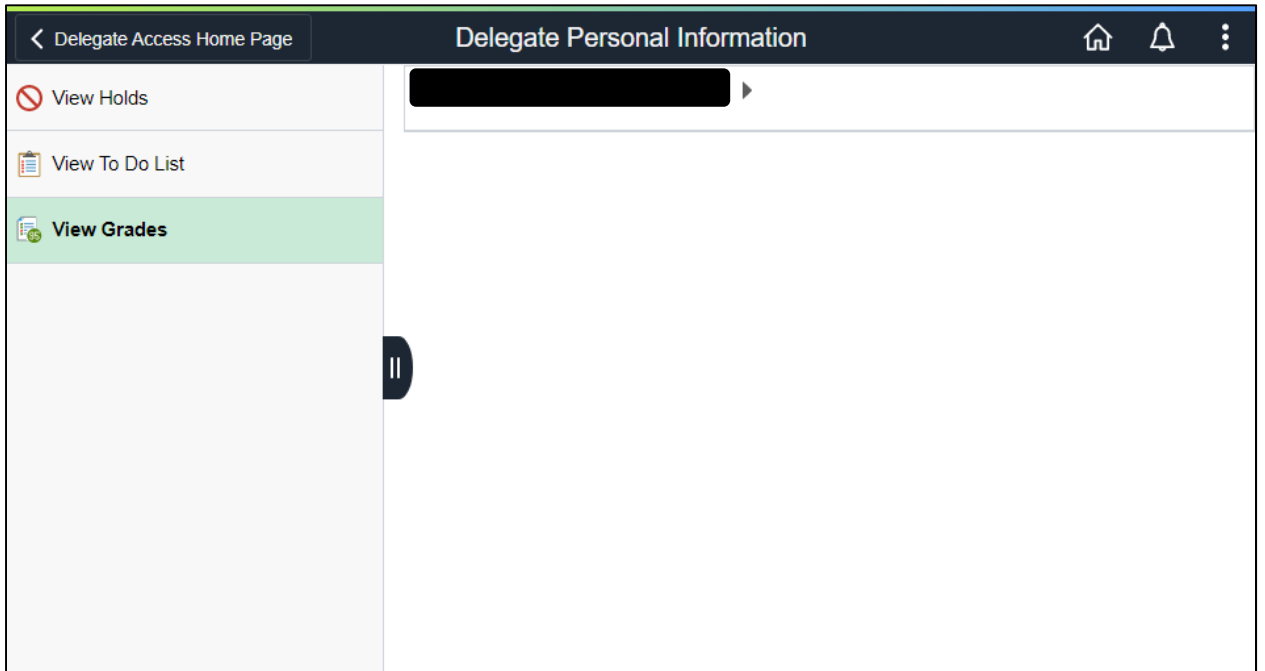
Term GPA 0.000

Cumulative GPA 0.000

2 rows

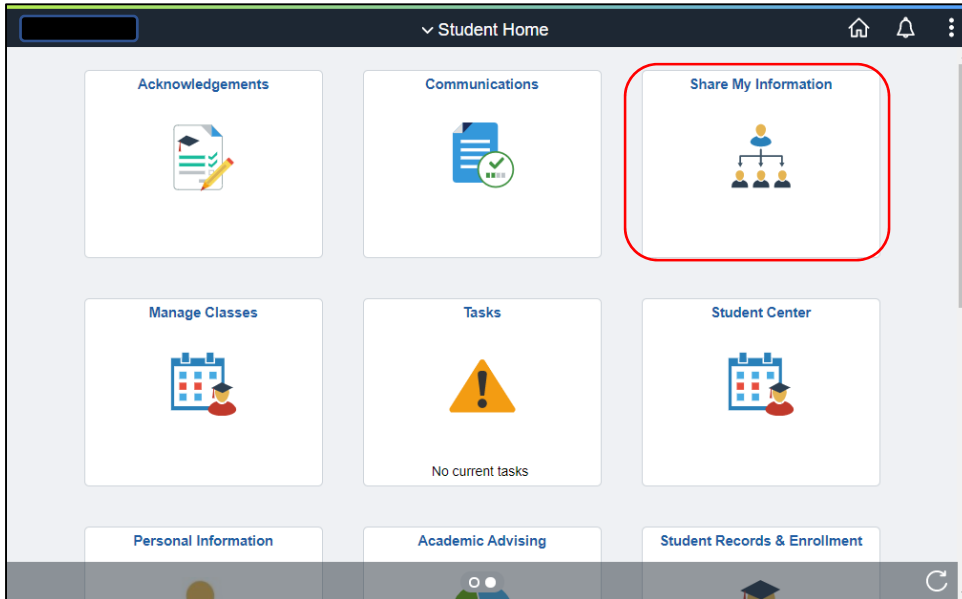
Class	Units	Grading	Grade	Grade Points
ACC 3323	3.00	Graded		
MIS 3302	3.00	Graded		

20. If the delegate has access to multiple students' records, they can select from the students list.

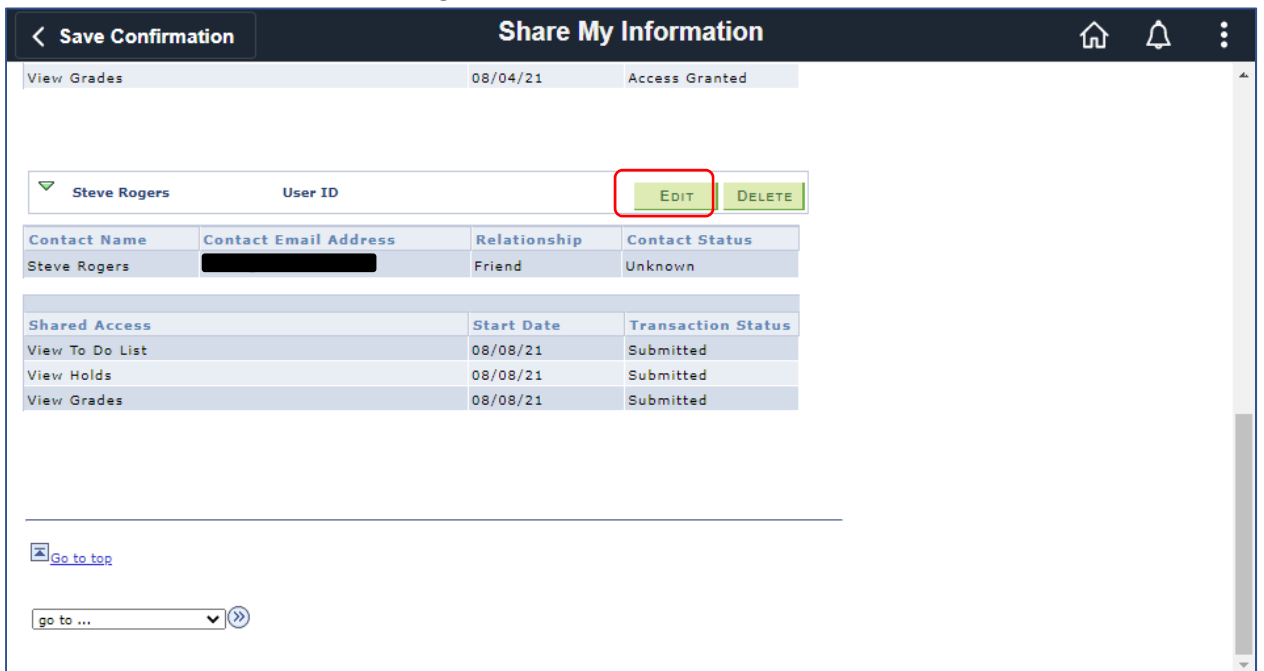


## Revoking Delegates' Access

1. Students can revoke a delegate's access by going to the same Student Self-Service page where they granted the access.



2. To revoke certain access from a delegate, the student clicks on the "Edit" button.



- After unchecking the ones that the student would like to revoke, similar to granting access, the student will digitally sign the revocation, accept the terms and conditions, and then click on the Save button.

**Share My Information - Details**

\*Contact Name: Steve Rogers

\*For the purpose of informing: Other

\*Relationship: Friend

\*Contact Email Address: [Redacted]

Contact Status: Accepted

Institution: UH-Downtown

Resend Email Notification

Transaction Name	Description	Transaction Status
<input type="checkbox"/> Make a Payment	Delegate the ability to Make a Payment on your account.	
<input type="checkbox"/> View Contact Information	Delegate the ability to view your phone numbers, email addresses and addresses.	
<input type="checkbox"/> View Emergency Contacts	Delegate the ability to view and update your emergency contacts.	
<input checked="" type="checkbox"/> View Grades	Delegate ability to view your grades.	Access Granted
<input checked="" type="checkbox"/> View Holds	Delegate the ability to view the holds placed on your record for specific services.	Access Granted
<input checked="" type="checkbox"/> View To Do List	Delegate the ability to view the pending items on your to do list generated by the institution.	Access Granted

Select All Clear All

Authenticate Identity

Verification Status: Pending

Please enter your name in Last name, First name format and press Enter to continue

Date

I accept terms and conditions

I decline to electronically sign this agreement.  
To request paper copies of documents or, withdraw consent to conduct business electronically, please contact the registrar's office by phone or e-mail. In order to release the information in a paper format, students will need to complete the UH System FERPA Release Form.

[Terms and Conditions](#)

Save

[Return to Share My Information Summary](#)

- To remove access entirely from a delegate the student clicks on the Delete button on the page Share My Information page.

**Share My Information**

View Grades 08/04/21 Access Granted

Steve Rogers User ID EDIT DELETE

Contact Name	Contact Email Address	Relationship	Contact Status
Steve Rogers	[Redacted]	Friend	Unknown

Shared Access	Start Date	Transaction Status
View To Do List	08/08/21	Submitted
View Holds	08/08/21	Submitted
View Grades	08/08/21	Submitted

5. The student will then confirm the access deletion as shown below.

< Student Home Delete Confirmation

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Delete Confirmation

? Are you sure you want to delete Steve Rogers?

Yes - Delete No - Do Not Delete

## Making a Payment

1. The delegate will click on the delegated Access tile using their login.

UNIVERSITY of **HOUSTON** SYSTEM

myUH UHCL E-Services myUHV myUHD

P. A. S. S. \$ CS Delegated Access

User ID  
P000029

Password  
●●●●●●●

[Forgot Password?](#) | [Forgot User ID?](#)

2. The delegate will click on the Student's Financial Info tile.

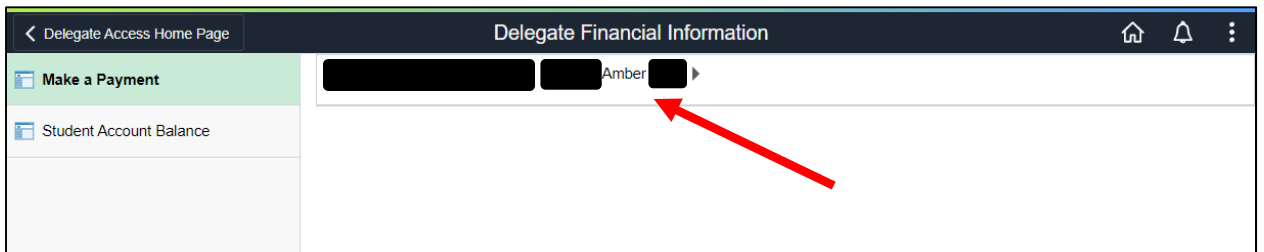
Delegate Access Home Page

Terms & Conditions Delegate Password Reset Student's Personal Information

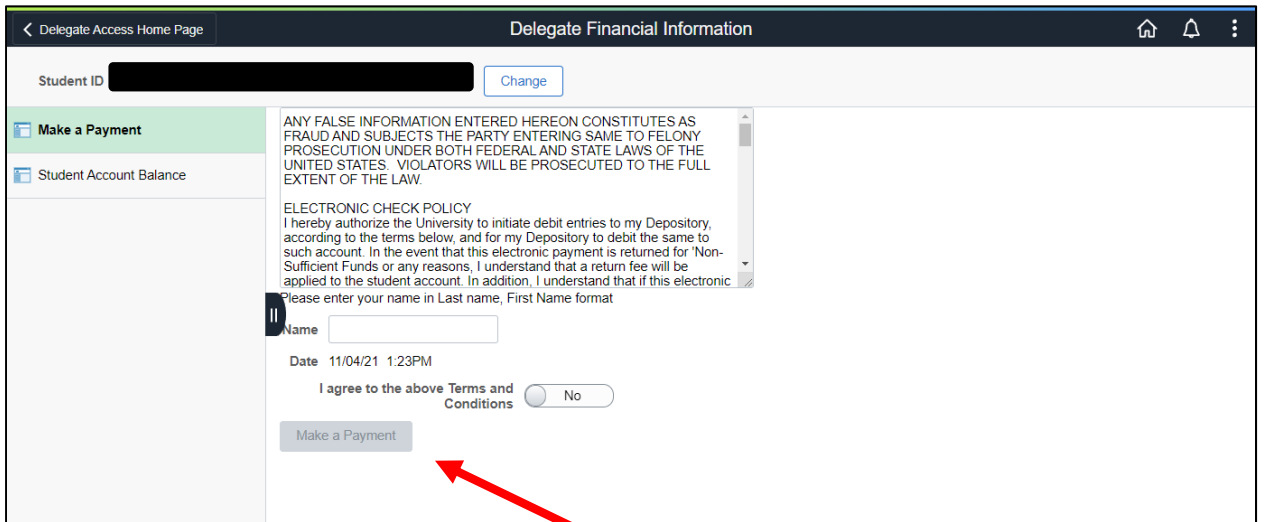
Student's Financial Info



3. The delegate will click on the student's name.



4. The delegate will fill out the digital signature box, agree to the terms and conditions, and then click on **Make a Payment**. Please note, if the delegate has access to more than one student, the delegate can click **Change** to choose another student.



- Next, the delegate will fill in the payment amount, check the box to accept the terms and conditions, then click **Submit** button.

← Delegate Access Home Page
Delegate Financial Information

### Make a Payment

If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.

What I Owe	Outstanding Charges	Payment Amount
Description	Outstanding Charges	Payment Amount
Online Payment	0.00	20.00

#### How to Pay

\*Pay By Credit Card / Debit Card

A non-refundable Processing Fee of 1.54% (\$0.31) is added for credit/debit Card payments. Your credit/debit Card will be charged \$ 20.31. The University of Houston system charges a processing fee on all credit/debit card transactions. The processing fee is assessed on all credit/debit card brands. The processing fee imposed is not greater than the University's applicable merchant rate for credit/debit card transactions.

#### Terms and Conditions

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

ELECTRONIC CHECK POLICY  
I hereby authorize the University to initiate debit entries to my Depository, according to the terms below, and for my Depository to debit the same to such account. In the event that this electronic payment is returned for 'Non-Sufficient Funds or any reasons, I understand that a return fee of \$30.00 will be applied to my account.

REFUND POLICY  
Cancellation Refund  
If you cancel your registration by withdrawing from all your classes before the first official day of classes for any term, you are entitled to a full refund of tuition and refundable fees minus a \$15.00 administrative fee/matriculation fee. (The matriculation fee does not apply to UH

I accept the above Terms and Conditions

Return to Home
Submit

- Then, enter payment information and click **Continue**.

← Delegate Access Home Page
Delegate Financial Information

Required fields are highlighted with an asterisk.

Payment Information:

**Amount:**\* \$20.31 ⓘ

**Campus:**\* 00765 ⓘ

**Emplid:**\* ⓘ

Cashier: ⓘ

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Please enter the following information about your payment method:

**Cardholder's Name:**\* ⓘ

Cards Accepted:

**Card Number:**\* ⓘ

**Card Security Code:**\* ⓘ

**Expiration Date:**\* ⓘ

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Billing Information:

**Address Line 1:**\* ⓘ

Address Line 2: ⓘ

**Country:**\* ⓘ

**ZIP Code:**\* ⓘ

City: ⓘ

State: ⓘ

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Receipt Information:

Email Address: ⓘ

Continue
Exit

7. Verify all information is correct and then click **Confirm**.

< Delegate Access Home Page Delegate Financial Information

Please verify the following information:

Amount: \$20.31  
Campus: 00765  
Emplid: [REDACTED]

Card Information:  
Cardholder's Name: [REDACTED]  
Card Type: MasterCard Debit  
Card Number: [REDACTED]  
Card Security Code: [REDACTED]  
Expiration Date: 1/2025

Billing Information:  
Address Line 1: [REDACTED]  
Country: [REDACTED]  
City: [REDACTED]  
State: [REDACTED]  
ZIP Code: [REDACTED]

Email Address: [REDACTED]

Is this information correct?

Confirm Modify Exit

8. The delegate will see the payment confirmation information for their records.

< Delegate Access Home Page Delegate Financial Information

Confirm Payment

Student ID [REDACTED]  
Remittance ID [REDACTED]

**Thank you for your payment. Your payment has been accepted.**  
**It may take up to 2 hours for your student account to be updated.**  
**Please do NOT attempt another payment if your account is not updated and contact Student Billing at 361-570-4833 or 877-970-4848 ext #4833.**  
**Please print this page for your records.**

Transaction ID [REDACTED]  
Total Payment \$20.31  
Effective Payment Date 08/08/2021  
Email ID [REDACTED]  
A receipt has been sent to the provided email address.

Return to Home

## Reviewing Financial Aid

1. The delegate will click on the delegated Access tile using their login.



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myUH UHCL E-Services myUHV myUHD

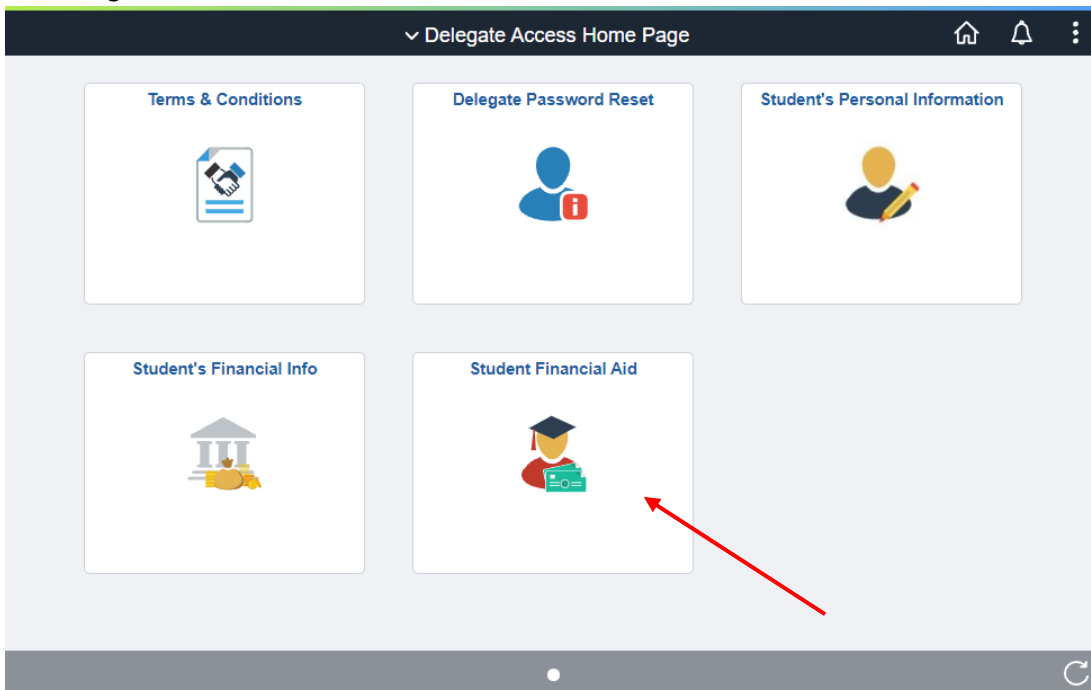
P. A. S. S. \$ CS Delegated Access

User ID  
P000029

Password  
●●●●●●●

[Forgot Password?](#) | [Forgot User ID?](#)

2. The delegate will click on the Student Financial Aid tile.



Delegate Access Home Page

Terms & Conditions Delegate Password Reset Student's Personal Information

Student's Financial Info Student Financial Aid

3. If the delegate has access to only one student, the Financial Aid information for that student will be displayed by default. To select a different aid year, the delegate will click on the **Change** button. In addition, if the delegate has access to multiple student records, a different student can also be selected by clicking on the **Change** button. To view the award summary by semester, the semester can be selected from the drop down menu.

The screenshot shows the 'Delegate Financial Aid Info' page. At the top, there is a navigation bar with a back arrow, 'Delegate Access Home Page', and 'Delegate Financial Aid Info'. Below this, there is a student ID field with a 'Change' button. The main content area is divided into a left sidebar and a main panel. The sidebar has three items: 'Award Summary' (highlighted in green), 'College Financing Plan', and 'Cost of Attendance'. The main panel is titled 'Award Summary' and contains a table with 3 rows. The table has columns for 'Award Description/Category', 'Award Status', and 'Award'. The rows are: 'DOED CARES Funds Grant' (Accepted, 1,000.00), 'FED PELL GRANT Grant' (Accepted, 4,159.00), and 'RES UGRD STUDENT ASSISTANCE Grant' (Accepted, 2,000.00). A 'Totals' row shows 7,159.00. Below the table, it says 'Currency used is US Dollar' and 'Declined Awards'. A note at the bottom states: 'Your financial aid award is determined from the information provided in your application. If there is no financial aid displayed your application may be in progress. Please check back.'

4. College Financing Plan can be viewed by clicking on the College Financing Plan button. A separate tab that contains the College Financing Plan will open.

The screenshot shows the 'Delegate Financial Aid Info' page. At the top, there is a navigation bar with a back arrow, 'Delegate Access Home Page', and 'Delegate Financial Aid Info'. Below this, there is a student ID field with a 'Change' button. The main content area is divided into a left sidebar and a main panel. The sidebar has three items: 'Award Summary', 'College Financing Plan' (highlighted in green), and 'Cost of Attendance'. The main panel is titled 'College Financing Plan' and contains a button labeled 'College Financing Plan'. Below the button, it says: 'Selecting the button College Financing Plan will open a new browser window. You may need to allow pop-ups for this site.' At the bottom, there is a note: 'The Financial Aid College Financing Plan is a standardized federal award notice designed to simplify the financial aid information for prospective US citizens and permanent residents who have applied to multiple institutions. The College Financing Plan is intended to provide families with a tool to compare the Net Cost (total cost minus grants and scholarships) at each institution. Show more'

5. A sample of the College Financing Plan is shown below.

[REDACTED]

11 / 04 / 2021  
Download

**Undergraduate College Financing Plan**

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**Total Cost of Attendance 2021-2022**

	On Campus Residence	Off Campus Residence
Tuition and fees	\$6,032	
Housing and meals		\$9,682
Books and supplies	\$1,038	
Transportation	\$1,812	
Other education costs	\$5,854	
<b>Estimated Cost of Attendance</b>		<b>\$24,418 / yr</b>

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**Expected Family Contribution**

<b>Based on FAFSA</b> <small>As calculated by the institution using information reported on the FAFSA or to your institution.</small>	<b>\$915 / yr</b>
<b>Based on Institutional Methodology</b> <small>Used by most private institutions in addition to FAFSA.</small>	<b>\$0 / yr</b>

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**Scholarship and Grant Options**

Scholarships and Grants are considered "Gift" aid - no repayment is needed.

**Scholarships**

Merit-Based Scholarships	
Scholarships from your school	\$0
Scholarships from your state	\$0
Other scholarships	\$0
Employer Paid Tuition Benefits	\$0
<b>Total Scholarships</b>	<b>\$0 / yr</b>

**Grants**

Need-Based Grant Aid	
Federal Pell Grants	\$4,159
Institutional Grants	\$2,000
State Grants	\$0
Other forms of grant aid	\$1,000
<b>Total Grants</b>	<b>\$7,159 / yr</b>

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**College Costs You Will Be Required to Pay**

<b>Net Price</b> <small>(Cost of attendance minus total grants and scholarships)</small>	<b>\$17,259 / yr</b>
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**Loan and Work Options to Pay the Net Price to You**

You must repay loans, plus interest and fees.

**Loan Options\***

Federal Direct Subsidized Loan <small>(2.75% interest rate)(0% origination fee)</small>	\$0 / yr
Federal Direct Unsubsidized Loan <small>(2.75% interest rate)(0% origination fee)</small>	\$0 / yr
Private Loan <small>(check with your lender on interest and fees)</small>	\$0 / yr
Institutional Loan <small>(0% interest rate)(0% origination fee)</small>	\$0 / yr
<i>Parents may also apply for the following:</i>	
Parent Plus Federal Loan <small>(5.3% interest rate)(0% origination fee)</small>	\$0 / yr
<b>Total Loan Options</b>	<b>\$0 / yr</b>

**Work Options**

Work-study	\$0 / yr
Hours Per Week (estimated)	20 / wk
Other Campus Job	\$0 / yr
<b>Total Work</b>	<b>\$0 / yr</b>

**For More Information**

University of Houston-Clear Lake  
 Office of Student Financial Aid  
 2700 Bay Area Blvd.  
 Houston, TX 77058  
 Telephone: 281-283-2400  
 E-mail: uhcl\_fao@uhcl.edu

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**Other Options**

Income Share Agreement <small>(0% of income for 0 months)</small>	\$0 / yr
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**Education Tax Benefits**

- **American Opportunity Tax Credit (AOTC):** Parents or students may qualify to receive up to \$2,500 by claiming the American

6. To view the annual Cost of Attendance estimate, the delegate will click on the menu navigation as shown below. To view the cost estimate by semester, the semester can be selected from the drop down menu.

The screenshot shows the 'Delegate Financial Aid Info' interface. At the top, there is a navigation bar with a back arrow, 'Delegate Access Home Page', the title 'Delegate Financial Aid Info', and icons for home, notifications, and a menu. Below the navigation bar, there is a section for the academic year '2021-2022' with a 'Change' button. The left sidebar contains a list of menu items: 'Award Summary', 'College Financing Plan', and 'Cost of Attendance', which is highlighted in green. A red arrow points to the 'Cost of Attendance' menu item. The main content area displays the 'Cost of Attendance' table. The table has a 'Display' dropdown menu set to 'Summary', with a red arrow pointing to it. The table lists various categories and their amounts, with a total of 24,418.00. The categories listed are Books and supplies, Loan Fees, Miscellaneous Personal Expense, Room & Board, Transportation, and Tuition and fees. The table is labeled '6 rows' in the top right corner. At the bottom of the table, it states 'Currency used is US Dollar'.

Category	Amount
Books and supplies	1,038.00
Loan Fees	86.00
Miscellaneous Personal Expense	5,768.00
Room & Board	9,682.00
Transportation	1,812.00
Tuition and fees	6,032.00
<b>Total</b>	<b>24,418.00</b>