



## Northland International Assist – Shared Access

### Sending an Invitation

**Shared Access** allows you as a student to provide limited access of your account information to a third party, such as a parent or benefactor. In order to use this feature, the following must be true:

1. You have a valid account with Northland International University.
2. You have notified Northland about the person(s) with whom you wish to provide Shared Access.

In order to use this feature, you must send an invitation to the person you want to have access to your account:

1. Log into Northland International Assist (NIA) – <https://nia.ni.edu>.
2. Go to the **My Profile** tab.
3. Select the **Shared Access** menu item.
4. Click **Invite a User** from the left menu.
5. Select the **Relative** whom you wish to provide access to, then complete the form.

**IMPORTANT:** If the person with whom you wish to share access does not appear in the drop down box, please contact [LTLConnect@ni.edu](mailto:LTLConnect@ni.edu) to supply the following information about the relative:

- a. Name
- b. Relationship to you (Mom, Dad, Aunt, etc.)
- c. E-mail address
- d. Mailing address
- e. Phone number
- f. Church attended

***Please allow two business days for processing prior to repeating step 5.***

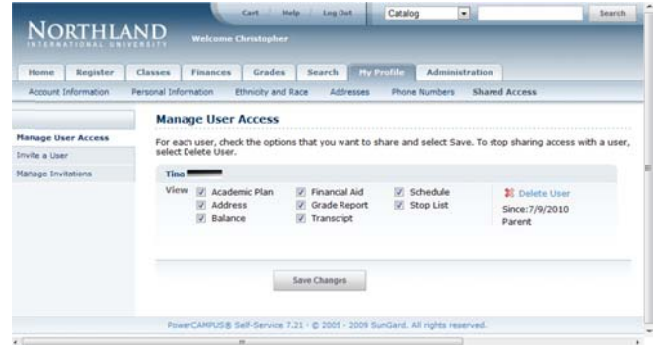
6. Once the form is complete, click **Send Invitation**.

When the invitation is sent, the person will receive an e-mail at the address supplied in the form with instructions on how to activate his or her Northland account and to view the information you shared.

## Modifying/Removing Access

You can modify or remove the level of access you share with a third party.

1. Log into Northland International Assist (NIA) – <https://nia.ni.edu>.
2. Go to the **My Profile** tab.
3. Select the **Shared Access** menu item.
4. Click **Manage User Access** from the left menu.
5. Modify the level of access for the user.
  - a. Uncheck the sections you wish to remove, check the section you wish to add, and click **Save Changes**.
  - b. Click **Delete User** to completely remove a person's access.



An e-mail will be sent to the e-mail address on record for the person notifying him or her of the change.