**Adding a delegated viewer**

You can provide access to student information to other people of your choice. This is probably the people who you already share your student’s information with, and this is managed using the **Manage student details** link below the student name in QParents. This link will take you to the **Student details** summary page, and scrolling down the page will show an add a new delegated viewer link.

Clicking this link will provide a form where you can nominate a viewer, complete the first name, last name and email fields. The next part of the form is where you decide what the viewer can see about the student. Select the options you wish to share with the viewer, then click **Send invitation**. The person will be listed in the section of QParents with a status of Invited.

The delegated viewer will receive an email with instructions about how to respond to your invitation. If they accept your invitation and complete their registration, you'll receive a notification email asking you to do a final review. The delegated viewer's status will be updated to Awaiting approval, and you'll be able to click **Approve** to give them access to the student's information. Their status will then be shown as Active.

To update or manage delegated viewers for a student, select the delegated viewer from the **Manage student details** page of the student. From this page, you can change the status or remove the user and change what information you share with them.

Just click on the delegated viewer's name, and you'll be presented with the various details that can be edited. You can remove a delegated viewer by editing their status and changing the value to Remove. Clicking submit will update the delegated viewer's details.