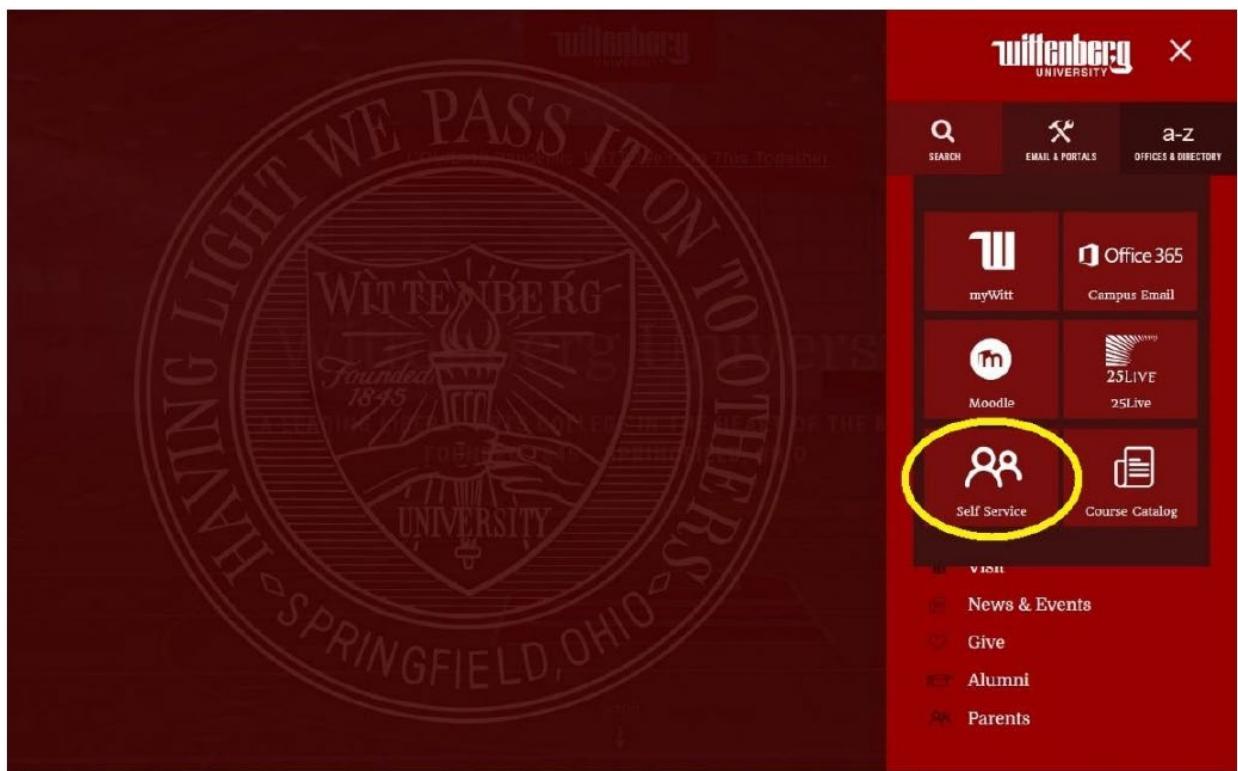# How to give a parent/guardian access to your personal information (Proxy Access)?

Step 1: Log in to Wittenberg Self Service

1. Go to www.wittenberg.edu.
2. Click on MENU in the top right-hand corner.
3. Click on EMAIL & PORTALS.
4. Click on SELF SERVICE from the dropdown menu. Sign in with your Wittenberg email address and password.

Step 2: Click on the User Profile icon on the lower left menu.
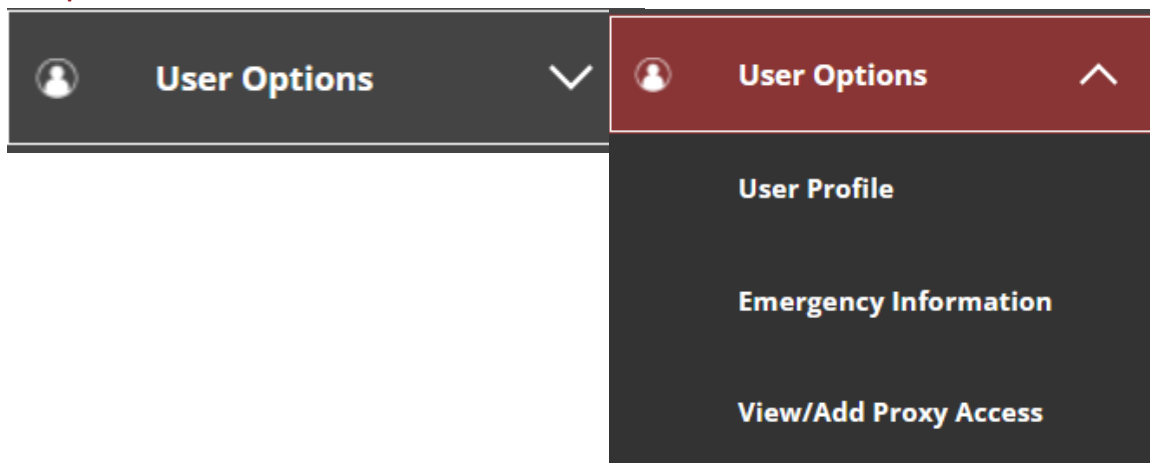
Step 3: Select the parent/guardian you would like to provide access to.

Add a Proxy

Select a Proxy

Please Select ⌄

Person not listed? Select "Add Another User" and enter the appropriate information.

Add a Proxy

Select a Proxy

Add Another User ⌄

First Name *	Middle Name	Last Name *
First Name	Middle Name	Last Name

Suffix	Former Last Name	Email Address *
Please Select	Former Last Name	Email Address

Confirm Email Address *	Phone *	Birth Date *
Email Address	Phone	M/d/yyyy

Relationship *

Please Select

Step 4: Assign the level of access you would like to share with this individual.

☑ **Student Finance** ⓘ

☑ Account Activity

☑ Account Summary

☑ Payment Plan & Billing

☑ **Financial Aid** ⓘ

☑ Financial Aid Home

☑ My Awards

☑ FA Required Documents

☑ College Financing Plan

☑ **Academics** ⓘ

☑ Grades

The level of access is up to you as the student. Select "Allow Complete Access" to provide parent/guardian access to all fields. Select "Allow Select Access" to select only those fields of your choice.

Step 5: Read and authorize the Disclosure Agreement by checking the box below and the Save button.

Disclosure Agreement

The Family Education Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their educational records. This authorization also allows Administrative Offices to discuss the designated item with the proxy in person or by phone. It does not, however, grant the proxy authority to act on behalf of the student.

☐ I authorize the institution to disclose my information to this party

Cancel   Save

How to claim your proxy account after your student has provided access?

Step 1: Check your email.

Upon granting access, parents/guardians will receive two emails with instructions to claim your proxy account and a temporary password.

Tips for getting set up:

1. *When you need to enter the username/email to access the Self-Service portal, make sure you enter the full user name, that is prx.XXXXX@wittenberg.edu (where XXXXX is whatever unique name you receive)*
2. *When the system asks you to set up the authenticator app, you may instead choose another option (this choice is below the box). You will need to enter in your phone information and then you will be taken to a screen that looks like the first one; repeat the process again (this time entering your email information) and you should be good to go. You will need to enter a text every time you log in. Please be sure to enter YOUR phone information and not your student's.*
3. *When you have logged in to the Self-Service portal, you will have the option of seeing your account or the student's account. Please choose the student's account, since as you are not a student, there will be no information in your account.*