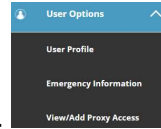


TO ADD PROXY ACCESS:

After logging into Self-Service, click on the User Profile  icon on the lower left menu.



Select View/Add Proxy Access from the drop down box.

The system will display information regarding your current proxy status. In the example below, two persons are already in place as a proxy for this student and the items to which they have access are displayed, as well as the effective date for each.

When adding a proxy, use the drop down option to select persons already associated with you. If you wish to add a new person, select "Add Another User" at the bottom of the drop-down.

Add a Proxy

Select a Proxy

If you selected to Add Another User, you will be prompted for information for the person.

Add a Proxy

Select a Proxy

First Name *

Middle Name

Last Name *

Suffix

Former Last Name

Email Address *

Confirm Email Address *

Phone *

Birth Date *

Relationship *

Note: In cases of possible duplication, the record may need to be reviewed before access can be assigned.

If you selected a person from your list or added a new person, the screen will refresh, adding the access selection section as seen below.

The default is to allow select access, however, you may click the appropriate radio button (above) to give Complete access to all available items to the Proxy.

If you wish to only allow specific access, make the appropriate choices as seen in the sample below.

<input type="checkbox"/> Student Finance	<input type="checkbox"/> Financial Aid
<input type="checkbox"/> Account Activity	<input type="checkbox"/> Offer Letter
<input type="checkbox"/> Account Summary	<input type="checkbox"/> Financial Aid Home
<input checked="" type="checkbox"/> Make a Payment	<input type="checkbox"/> Correspondence Option
	<input type="checkbox"/> Request a New Loan
	<input type="checkbox"/> My Awards
	<input type="checkbox"/> FA Outside Awards
	<input type="checkbox"/> FA Required Documents
	<input type="checkbox"/> Satisfactory Academic Progress
	<input type="checkbox"/> College Financing Plan
<input checked="" type="checkbox"/> General	<input checked="" type="checkbox"/> Academics
<input checked="" type="checkbox"/> Notifications	<input checked="" type="checkbox"/> Grades

You must then 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

Now, you are returned to the summary page.

Active Proxies

Name	Proxy Access	Relationship	Effective Date
Teddy B. Fischer	Student Finance, Financial Aid	Proxy	7/8/2022
Mrs. Kelli Mouse	Student Finance, Financial Aid, Academics	Family Member	6/1/2022