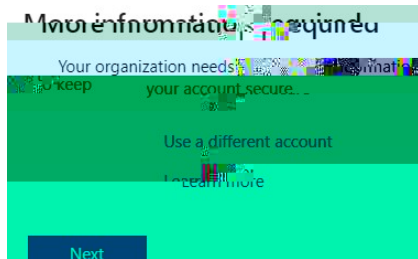


Proxy User Instructions

Log into Self Service by going to selfservice.witterbergedu

Be sure to type your assigned username immediately followed by @witterbergedu

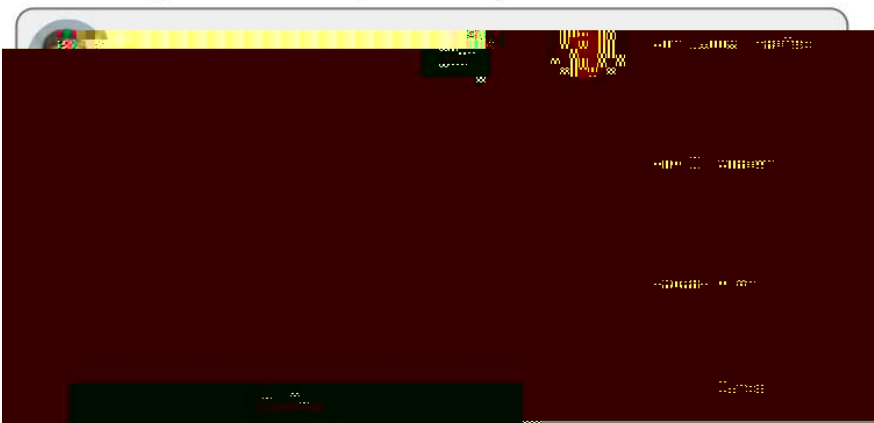
Note the first time you login, you will be prompted to set up Multi-Factor Authentication by clicking the Next button when you see this screen



Once you have successfully logged in, the following display will appear:

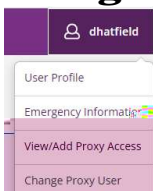
Person Proxy

Welcome to Colleague Self-Service! Select the person's account you want to view:



Make your selection and continue

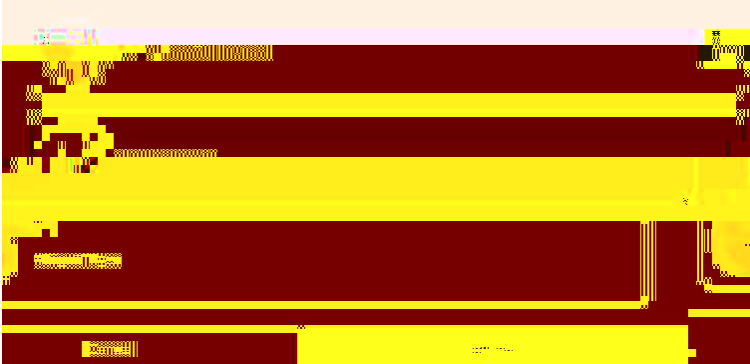
To change from your record to a proxy's, access the menu in the upper right corner where your username appears



Select Change Proxy User so the screen below appears again

Person Proxy

Welcome to Colleague Self-Service! Select the person's account you want to view:



Click on the record you want to see and then Continue to see the items you were approved to see

