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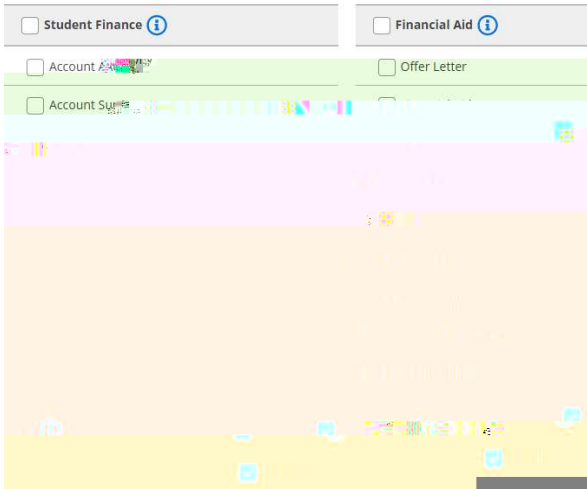
When adding a proxy, use the drop down option to select persons already associated with you. If you wish to add a new person, select "Add Another User" at the bottom of the drop down

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

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.

☐ Student Finance ⓘ	☐ Financial Aid ⓘ
☐ Account A...	☐ Offer Letter
☐ Account Su...	

Disclosure Agreement

The Family Education Rights and Privacy Act (FERPA) affords s...
...t and access to... educa...

Now you are returned to the summary page.

Active Proxies

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