

Add Proxy Access

- If you need another person to have access to your account information, you must add them as a proxy in Self-Service. Anyone who is not established as a proxy **cannot** view or inquire about your educational records.

How to Add/View Proxy Access

1. Log in to your Self-Service portal.
2. Click on “User Options” located on the left-hand side of the page.
3. Click on “View/Add Proxy Access”.
4. In the drop-down box, click “Add Another User”.
5. Fill in your proxy’s information and specify what they will have access to –
Only fill out the required fields labeled with an asterisk (*).
6. Click the “Submit” button.