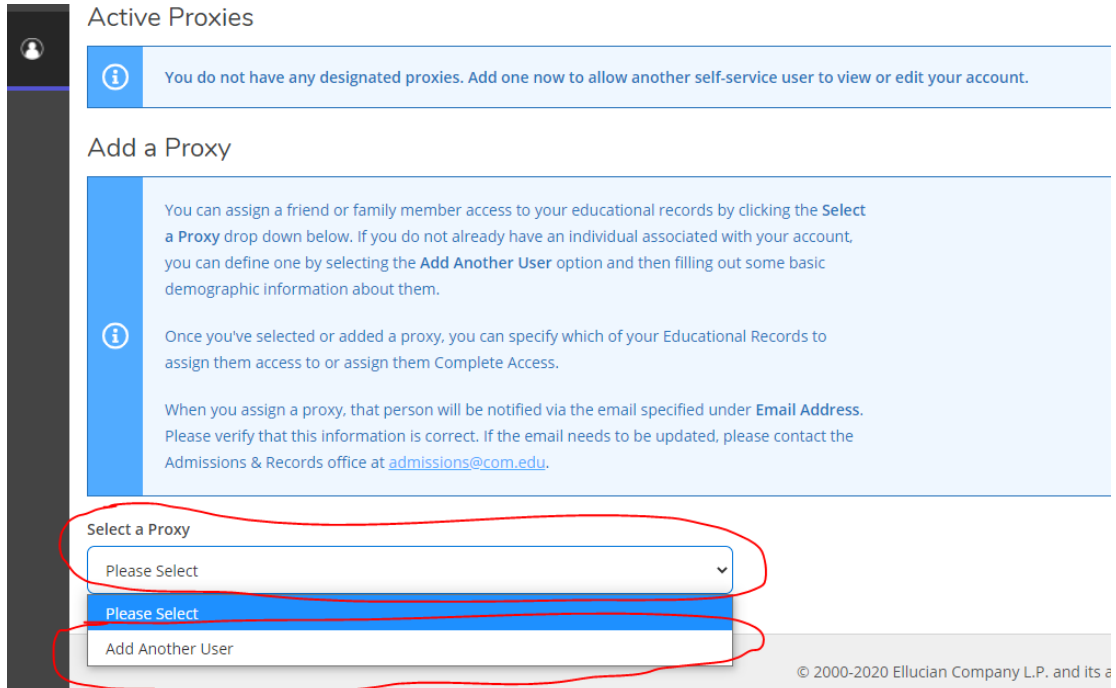


## Steps to access Student Self Service to create a proxy

1. Access Student Self Service via your WebAdvisor account or <https://selfserve.com.edu>.
2. Click your username in the top right corner, then click **View/Add Proxy Access**.



3. Scroll down and click the drop down option under **Select a Proxy**, then Select **Add Another User**







4. Fill out **First Name, Last Name, Email Address, Birth Date, and Relationship**. If a person you are trying to set up as a proxy already exists in the database, it will email whatever email is

associated with their record regardless of what you enter here.

5. Either check **Allow Complete Access**, or check **Allow Select Access** and choose what specific access you wish to grant the proxy. Then check the box under **Disclosure Agreement**.
6. The designated proxy will have access for one year.
7. Students can remove a proxy at any time. Click your username in the top right corner, then click **View/Add Proxy Access**.
8. Scroll to Active Proxies and **select the blue pencil to change access**.

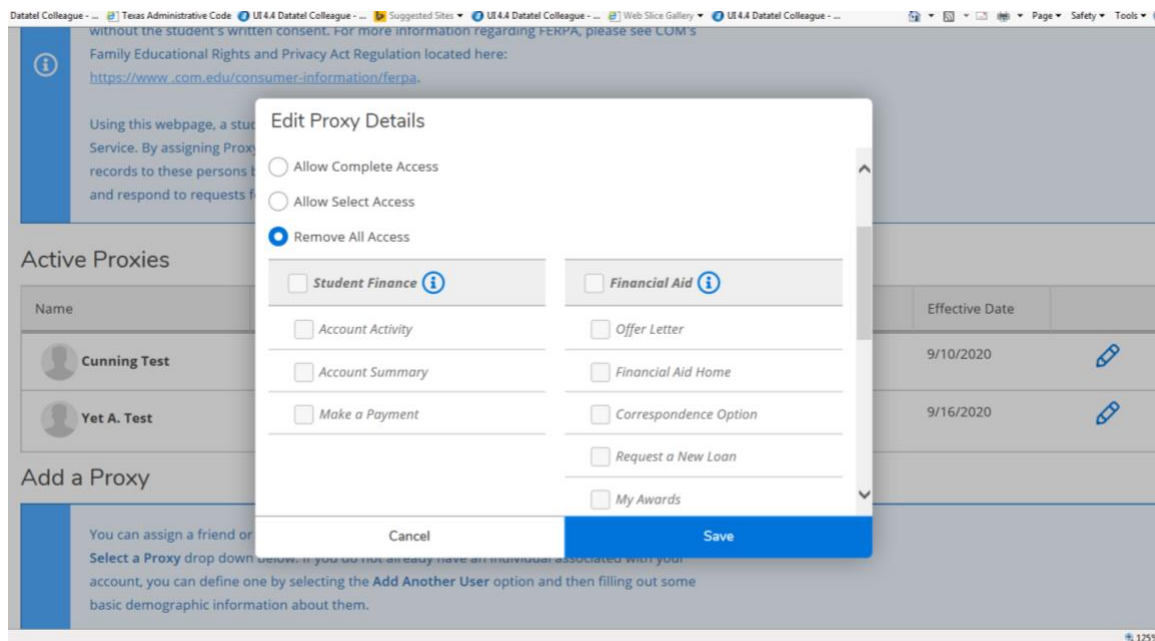
Active Proxies

Name	Proxy Access	Relationship	Effective Date	
 Cunning Test	Student Finance, Financial Aid, General, Academics, Tax Information	Step-Parent	9/10/2020	
 Yet A. Test	Student Finance, Financial Aid, General, Academics, Tax Information	Guardian	9/16/2020	

Add a Proxy

You can assign a friend or family member access to your educational records by clicking the **Select a Proxy** drop down below. If you do not already have an individual associated with your account, you can define one by selecting the **Add Another User** option and then filling out some basic demographic information about them.





9. Check **Remove All Access** and Save.



Family Educational Rights and Privacy Act Regulation located here:  
<https://www.com.edu/consumer-information/ferpa>

Using this webpage, a student can request access to their educational records. By assigning Proxy Access, you are granting access to your educational records to these persons and respond to requests for information.

Active Proxies

Name	Proxy Access	Relationship	Effective Date	
 Cunning Test	Student Finance, Financial Aid, General, Academics, Tax Information	Step-Parent	9/10/2020	
 Yet A. Test	Student Finance, Financial Aid, General, Academics, Tax Information	Guardian	9/16/2020	

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**Edit Proxy Details**

Allow Complete Access

Allow Select Access

Remove All Access

Student Finance 

Financial Aid 

Account Activity

Offer Letter

Account Summary

Financial Aid Home

Make a Payment

Correspondence Option

Request a New Loan

My Awards

Cancel Save