

# Person Proxy Information

## General Proxy Information

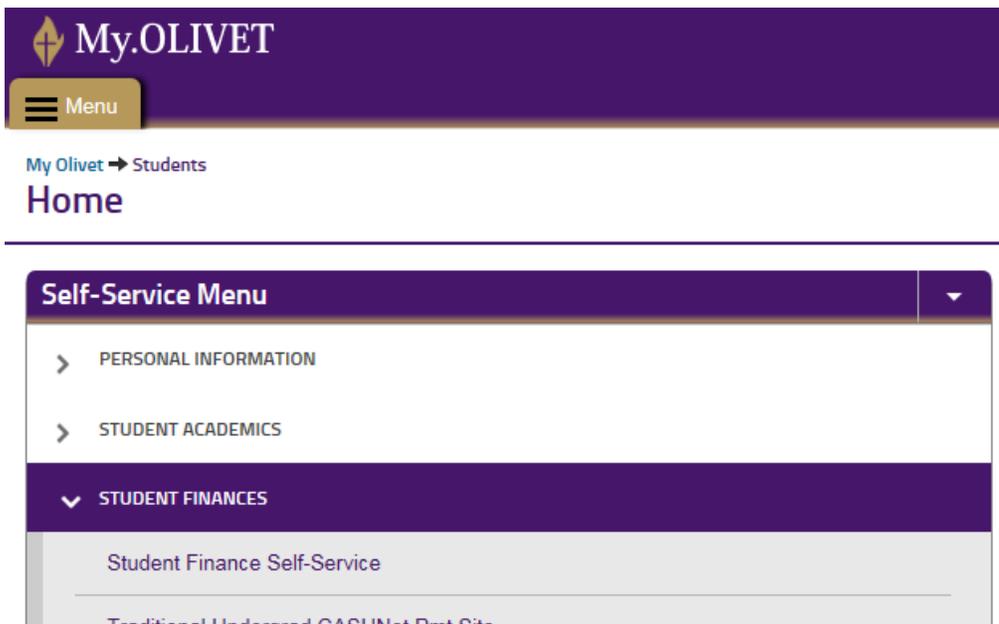
Proxy: A person authorized to act on the behalf of another

A student can designate an individual as his/her proxy to have access to designated pages in Self-Service. Currently, students can grant proxy access to “Make a Payment” and “Account Activity/View Statement.” Additional areas of access will be added in the future.

This designation does not take the place of the protections afforded to the student under the Family Educational Rights and Privacy Act (FERPA). Release of a student’s non-directory educational records, including to parents and designated proxies, is limited to what the student authorizes through the proxy process or other explicit written consent.

## Instructions for the Student

The designation of a proxy is done via the User Options in Self-Service. Go to My.Olivet, locate the “Self-Service Menu” near the top left, click on “Student Finances,” and then “Student Finance Self-Service.”



Click on your name near the top right and then “View/Add Person Proxy.”



**User Options**

- [Change Password](#)
- [View/Add Person Proxy](#)

**Hello, Kara Jones. Welcome to Colleague Self-Service!**

Choose a category to get started.

Click on the drop-down arrow to select a proxy, and then click on the name of the person that is to be granted proxy access to your record. The people that you will have to choose from are individuals that are associated with your record, and have an email address, in our university database.

**Person Proxy**

**Active Proxies**

*i* You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.

**Add a Proxy**

Select a Proxy

- Please Select
- Doug Jones
- Carol Jones
- ...

If you would like to give proxy access to someone who is not listed, please contact the Office of the Registrar at [registrar@olivet.edu](mailto:registrar@olivet.edu) using your ONU email account. You will need to provide them with the proxy's first and last (legal) name, email address, city and state of residence, and their relationship to you. Staff members may ask for additional information to help them identify the appropriate person in our database.

When adding the proxy, please confirm that the email address is correct as that is where his/her username and password will be sent. If it is not correct, please contact the Office of the Registrar and wait for the address to be corrected.

Choose the desired access for the proxy, read the "Disclosure Agreement," click the authorization check box, and click "Save."

## Add a Proxy

**Select a Proxy**

**Email Address** email@example.com

**Relationship** Parent

**Access**  Allow complete access

Student Finance	Select All	<input checked="" type="checkbox"/>
Account Activity		<input checked="" type="checkbox"/>
Make a Payment		<input checked="" type="checkbox"/>

**Disclosure Agreement**

When you successfully designate someone as your proxy, you will see this screen:

✔ Proxy access successfully updated for Carol Jones.

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Home

### Person Proxy

Active Proxies

Name	Proxy Access	Relationship	Effective Date
 Carol Jones	Student Finance	Parent	4/25/2016

The proxy user will receive an email message letting them know they have been granted proxy access. The message will include the URL of the Self-Service site. If they do not already have an account, they will also receive a login name followed by a separate email message with a password.

### Instructions for the Proxy

Login to Self-Service at <https://selfservice.olivet.edu/Student> using your ONU username. If you do not have a username, you will be (or already have been) sent one via email. Your proxy username is "px"

followed by a seven-digit number, px1234567, for example. You will also be (or have been) sent a temporary password that you will be required to change upon login.

A screenshot of a web application's sign-in page. The page has a purple header with the text "Sign in". Below the header, there is a white box with the instruction "Enter your user name and password to sign in." At the bottom of this box, there are three input fields: a user name field with a person icon, a password field with a lock icon and the text "Password", and a "Sign in" button.

Once you log in, you will receive the option to view either your information or the student's. Make sure to select the student's information.

A screenshot of a "Person Proxy" selection screen. The screen has a grey header with the text "Person Proxy". Below the header, there is a white box with the text "Welcome to Colleague Self-Service! Select a user:". Below this text, there are two user selection options, each with a circular profile picture and a name: "Carol Jones" and "Miss Kara R. Jones". A blue "You" button is positioned to the right of the "Carol Jones" option. At the bottom of the screen, there are two buttons: "Cancel" and "Continue".

Upon selecting the student, you will be able to see what access your student has granted you.

If you are a proxy to more than one student and/or also an ONU student or faculty/staff member, you may switch to your own or another self-service account by selecting "Change User" on the green bar at the top of your proxy session.

A screenshot of a green bar at the top of a proxy session. The bar contains the text "Carol Jones acting on behalf of Kara Jones" and a "Change User" button.

## Frequently Asked Questions

**Q. My mother is already my proxy. My brother is now a student here also. Will my mother automatically have access to my brother's information also?**

A. No, your brother will need to access his own User Profile in Self-Service and designate your mother as his proxy. Once proxy access has been granted by him, your mother can use the same username and password to access his information also.

**Q. My proxy forgot his password. What does he need to do?**

A. You will need to open an IT Help Desk ticket. Click the "Submit a Support Ticket" link in the top right corner of the IT website at [it@olivet.edu](mailto:it@olivet.edu)) to have his password reset. Be sure to include the proxy's username (px\_\_\_\_\_) in the ticket.