



HOW TO:

SET UP AUTHORIZED USER

Have your student login to Self-Service and under “User Options” click “View/Add Authorized User Access.”

Next, they will need to select an existing person or create a new one

The screenshot shows the Jacksonville University Self-Service interface. At the top, the university logo is displayed in a green header. Below the header, a breadcrumb trail reads "User Options > View/Add Authorized User Access". The main heading of the page is "View/Add Proxy Access".

Under this heading, there is an information bar with an 'i' icon and the text: "You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account." Below this is a section titled "Active Proxies", which is currently empty.

The next section is "Add a Proxy", which contains another information bar with the same text as above. Below the information bar is a dropdown menu labeled "Select a Proxy" with the text "Please Select" and a downward arrow.

At the bottom of the page, a footer contains the copyright notice: "© 2000-2024 Elucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

Add a Proxy

Select a Proxy
Add Another User

Prefix: Please Select

First Name *: First Name

Middle Name: Middle Name

Last Name *: Last Name

Suffix: Please Select

Former First Name: Former First Name

Former Middle Name: Former Middle Name

Former Last Name: Former Last Name

Email Address *: Email Address

Confirm Email Address *: Email Address

Email Type: Please Select

Phone: Phone

Phone Extension: Phone Extension

Phone Type: Please Select

Birth Date: M/d/yyyy

Have them fill out all the required information and the level of access to be granted.

The Proxy will receive two emails, one with the username and another with the password

Access *

Allow Complete Access

Allow Select Access

Student Finance ⓘ

Account Activity

Account Summary

Make a Payment

Financial Aid ⓘ

Offer Letter

Financial Aid Home

My Awards

FA Required Documents

College Financing Plan

General ⓘ

Notifications

Disclosure Agreement

I authorize the institution to disclose my information to this party

Cancel Submit