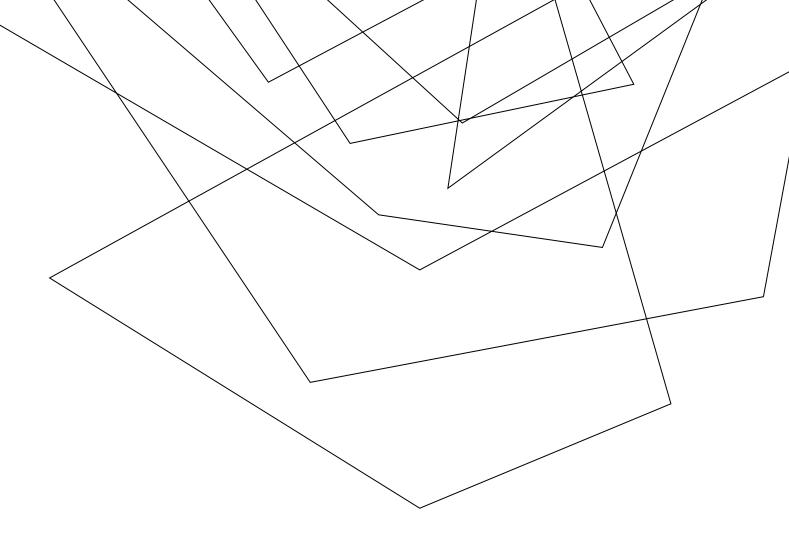# HOW TO:

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

Add a Proxy

Select a Proxy

Add Another User ▾

Prefix	First Name *	Middle Name
Please Select ▾	First Name	Middle Name

Last Name *	Suffix	Former First Name
Last Name	Please Select ▾	Former First Name

Former Middle Name	Former Last Name	Email Address *
Former Middle Name	Former Last Name	Email Address

Confirm Email Address *	Email Type	Phone
Email Address	Please Select ▾	Phone

Phone Extension	Phone Type	Birth Date
Phone Extension	Please Select ▾	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 ⓘ	☐ Financial Aid ⓘ
☐ Account Activity	☐ Offer Letter
☐ Account Summary	☐ Financial Aid Home
☐ Make a Payment	☐ 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]