Self-service Handbook: **How to Add a Proxy**

Head to [https://www.hlg.edu/](https://www.hlg.edu/)

Scroll to the bottom and click on the Self-Service link.
The Self-Service link will take you to the sign in screen.

Sign in with the appropriate credentials.

Once you’ve signed in, you will be taken to Self-Service’s home page. Click the person icon.

After you click the person icon a dropdown menu will appear.
Click **View/Add Proxy Access**.

Creating a new Proxy:

To add a new proxy, click the **Select a Proxy** tab.

A dropdown list will appear. Click **Add Another User**.
Next, enter the appropriate credentials.

After that you will get to choose what the proxy has access to. There are two options here.
The first option is **Allow Complete Access**. This will give the proxy access to everything the student has access to in Self-Service.

The second option is **Allow Select Access**. This will give the proxy select access to the students Self-Service. A blue checkmark means the proxy will have access to that part of the students Self-Service.
Once you have determined what access to give the proxy, you will have to authorize a **Disclosure Agreement** and click **Submit**.

After you click Submit you will be able to see your newly created proxy under **Active Proxies**.
**Editing and Removing Active Proxies:**

Below you can grant, edit, or remove access to your records for another party (parent, spouse, employer, etc.).

### Active Proxies

<table>
<thead>
<tr>
<th>Name</th>
<th>Proxy Access</th>
<th>Relationship</th>
<th>Effective Date</th>
</tr>
</thead>
</table>

**Add a Proxy**

Choose an existing proxy user to edit or add a new user using the dropdown below.
To edit or remove an active proxy, you will have to click the **pencil** icon on the proxy you want to edit or remove.

A popup menu will appear. Here you can select what access your active proxy will have. You can also remove all access from a proxy here. Once you have made your changes click **Save**.