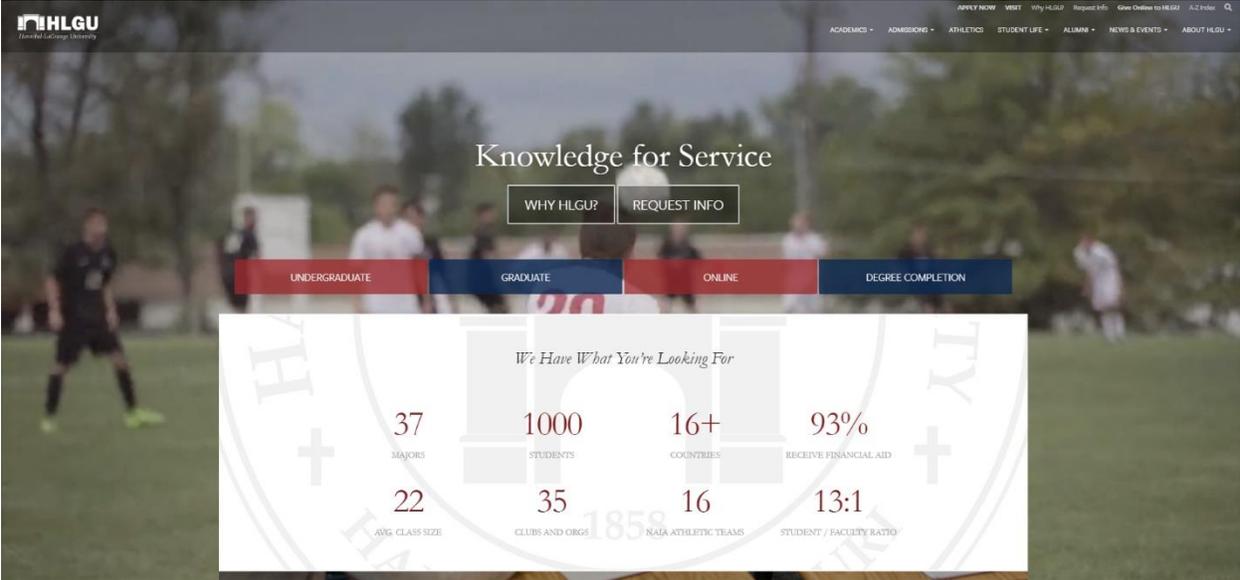
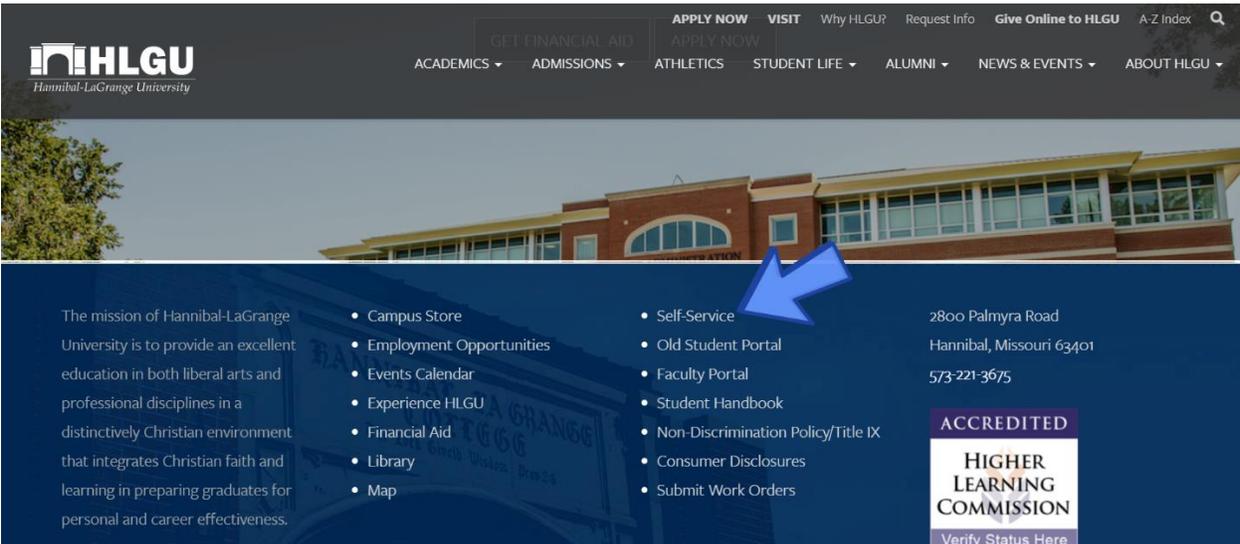


# Self-service Handbook: How to Add a Proxy

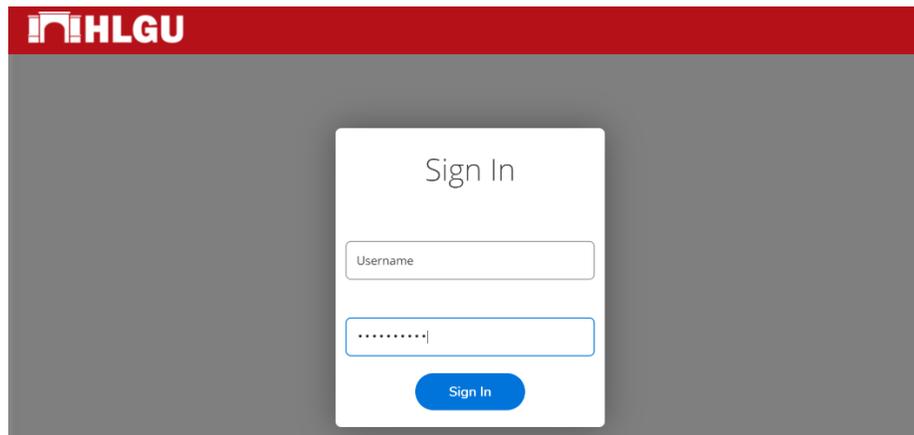
Head to <https://www.hlg.edu/>



Scroll to the bottom and click on the Self-Service link.

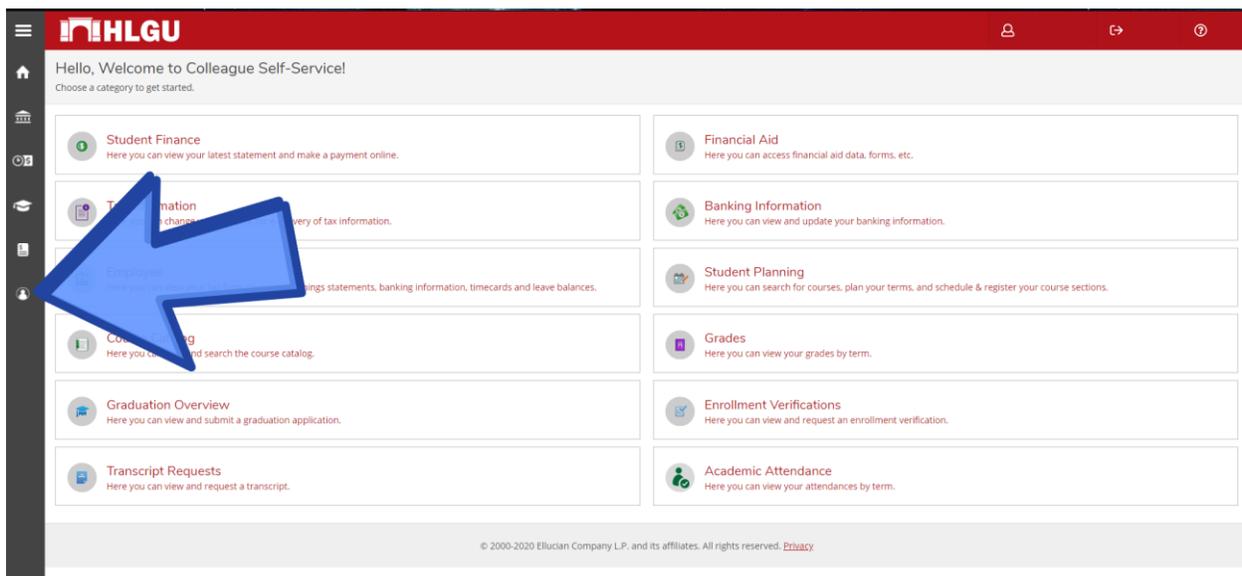


The Self-Service link will take you to the sign in screen.



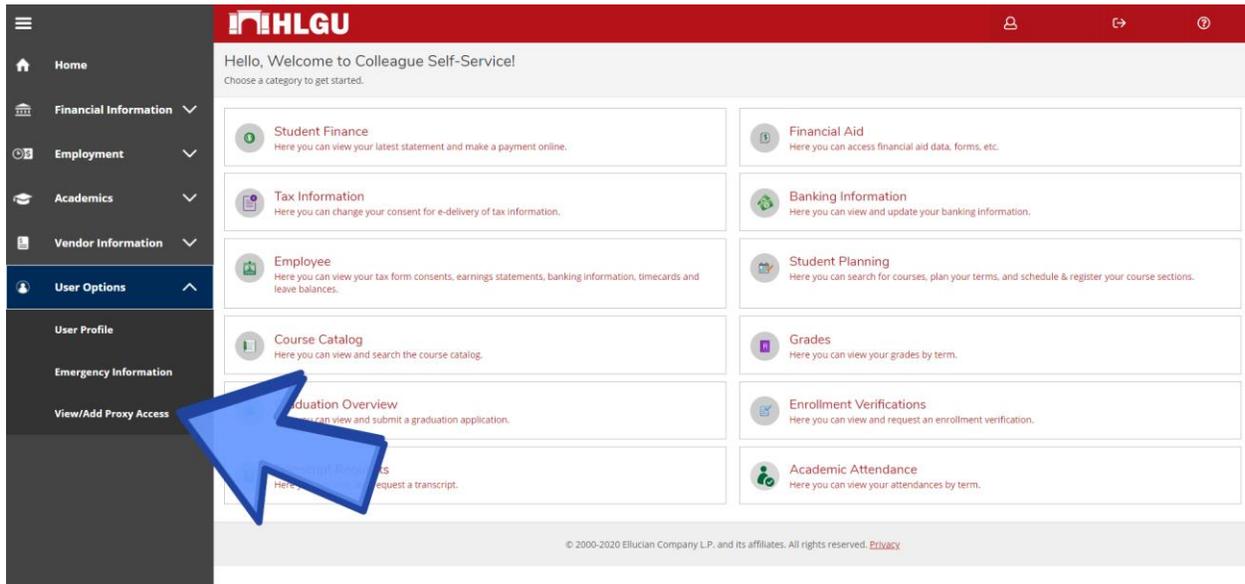
Sign in with the appropriate credentials.

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



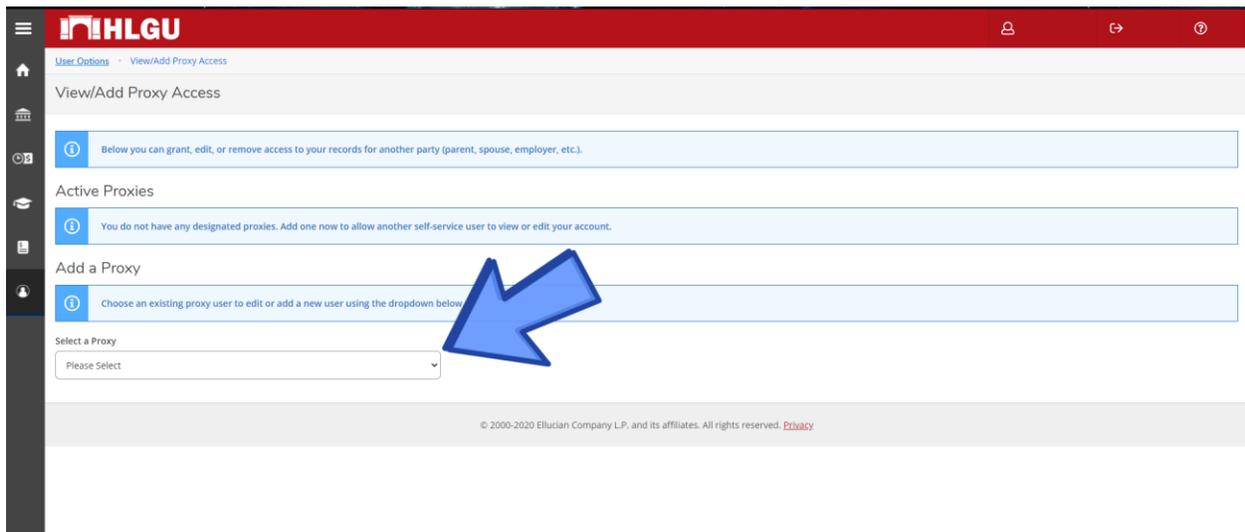
After you click the person icon a dropdown menu will appear.

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**.

## Add a Proxy

 Choose an existing proxy user to edit or add a new user using the dropdown below.

Select a Proxy

Please Select 

Please Select

**Add Another User** 

© 2000

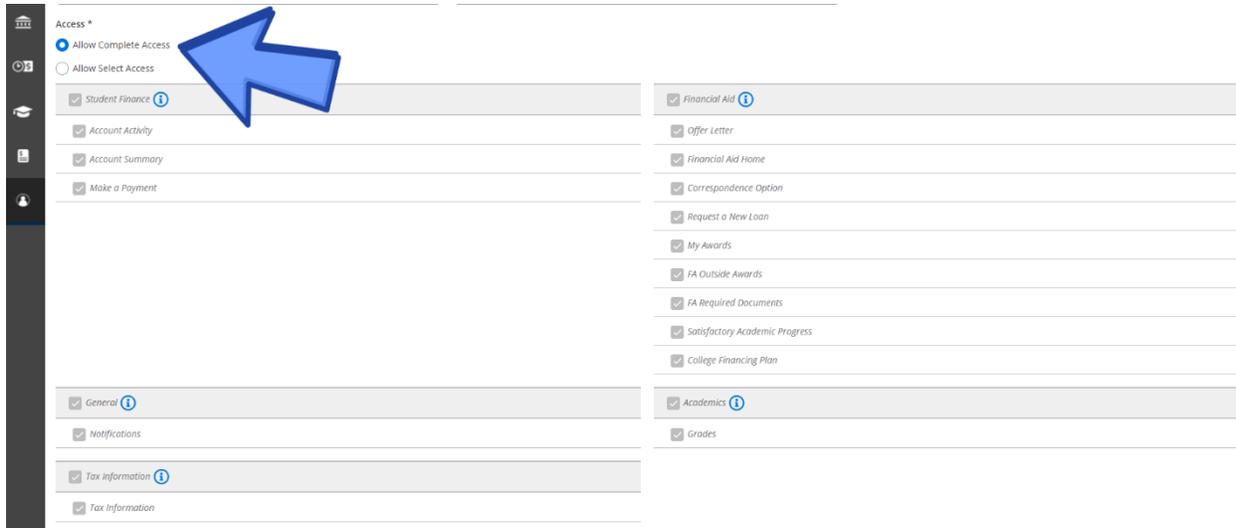
Next, enter the appropriate credentials.

Select a Proxy

<b>First Name *</b>	<b>Middle Name</b>	<b>Last Name *</b>
<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>
<b>Former Last Name</b>	<b>Email Address *</b>	<b>Confirm Email Address *</b>
<input type="text" value="Former Last Name"/>	<input type="text" value="Email Address"/>	<input type="text" value="Confirm Email Address"/>
<b>Phone</b>	<b>Phone Type</b>	<b>Birth Date *</b>
<input type="text" value="Phone"/>	<input type="text" value="Please Select"/>	<input type="text" value="MM/dd/yyyy"/>
<b>SSN</b>	<b>Confirm SSN</b>	<b>Relationship *</b>
<input type="text" value="SSN"/>	<input type="text" value="SSN"/>	<input type="text" value="Please Select"/>

After that you will get to choose what the proxy has access to. There are two options here.

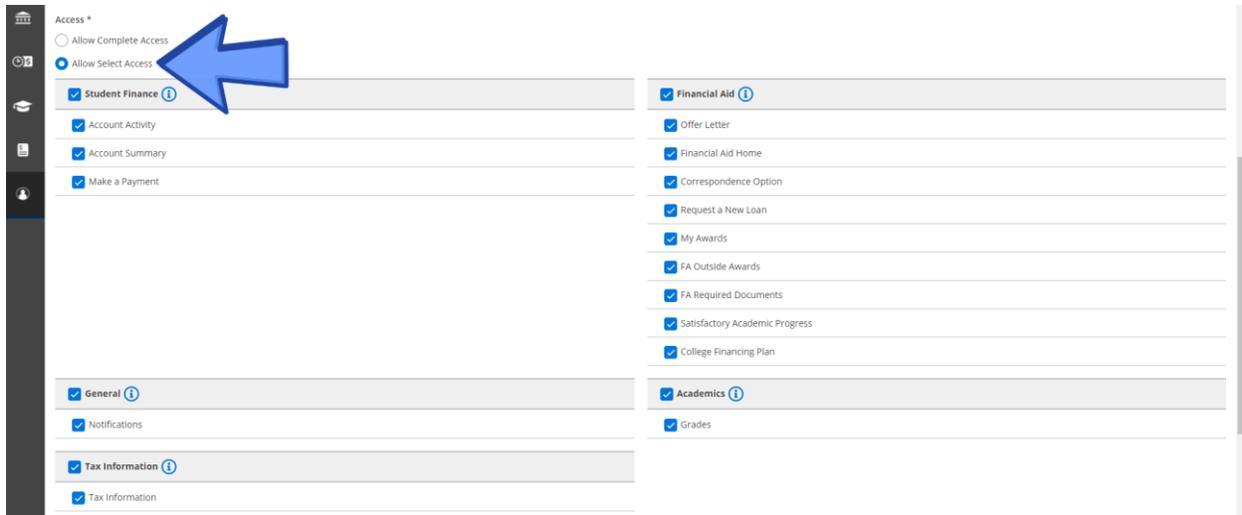
The first option is **Allow Complete Access**. This will give the proxy access to everything the student has access to in Self-Service.



The screenshot shows a web interface for configuring proxy access. At the top, under the heading "Access \*", there are two radio buttons: "Allow Complete Access" (which is selected) and "Allow Select Access". A large blue arrow points to the "Allow Complete Access" option. Below this, there are several sections of access controls, each with a checked checkbox and an information icon (i):

- Student Finance**: Account Activity, Account Summary, Make a Payment
- Financial Aid**: Offer Letter, Financial Aid Home, Correspondence Option, Request a New Loan, My Awards, FA Outside Awards, FA Required Documents, Satisfactory Academic Progress, College Financing Plan
- General**: Notifications
- Tax Information**: Tax Information
- Academics**: Grades

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**.

### Disclosure Agreement

You are about to add a user who will have access to information protected by FERPA. Granting this access indicates you are waiving your FERPA privacy rights for the items you select to anyone with access to the account you indicate.

I authorize the institution to disclose my information to this party

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

**HLGU**   

[User Options](#) · [View/Add Proxy Access](#)

### View/Add Proxy Access

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

#### Active Proxies

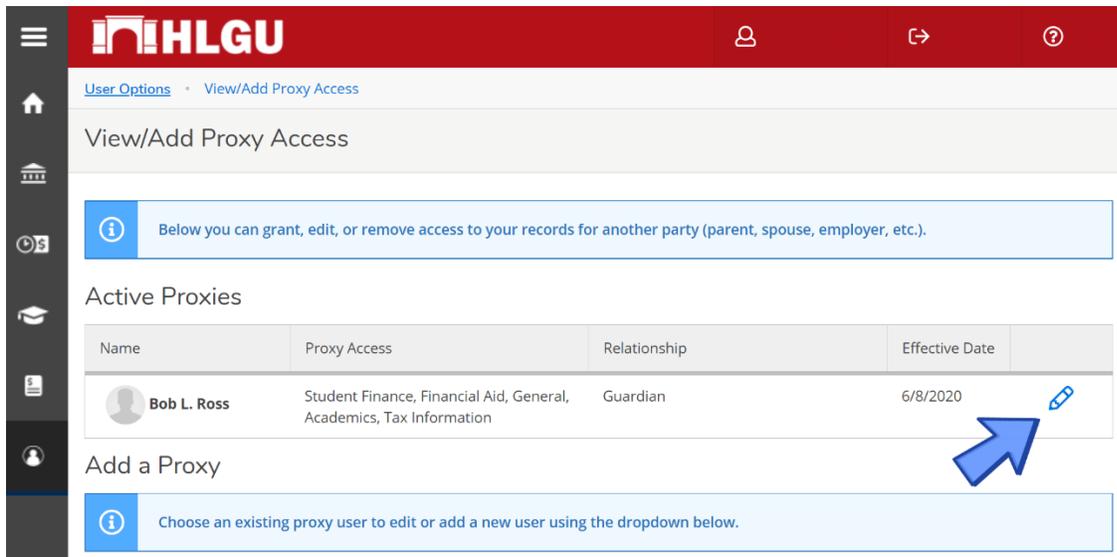
Name	Proxy Access	Relationship	Effective Date	
 <b>Bob L. Ross</b>	Student Finance, Financial Aid, General, Academics, Tax Information	Guardian	6/8/2020	

**Add a Proxy** 

 Choose an existing proxy user to edit or add a new user using the dropdown below.

## Editing and Removing Active Proxies:

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**.

