



Office of Computer Services

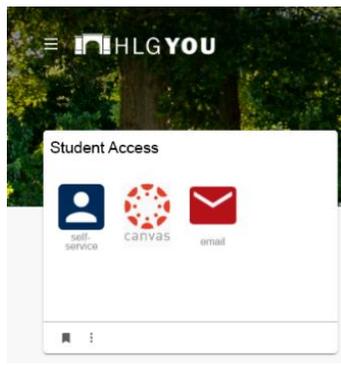
Setting a Proxy Account

Hannibal-LaGrange students have the ability to assign a proxy account to other individuals as they choose. Assigning a proxy gives the other person access to view the student’s personal Self-Service account, including such information such as finances and grades.

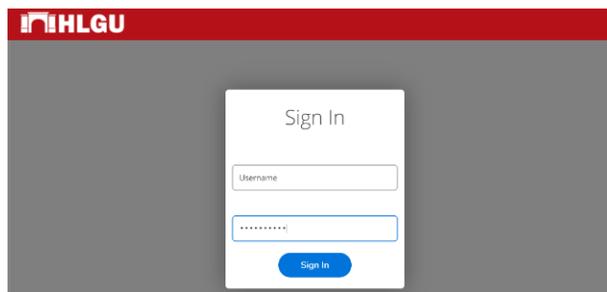
Setting and removing a proxy account is done at the discretion of the student. If questions arise about a proxy account, the student must be the one to make the inquiry. HLGU staff will not respond to requests about proxies from any other individual.

How to Add a Proxy

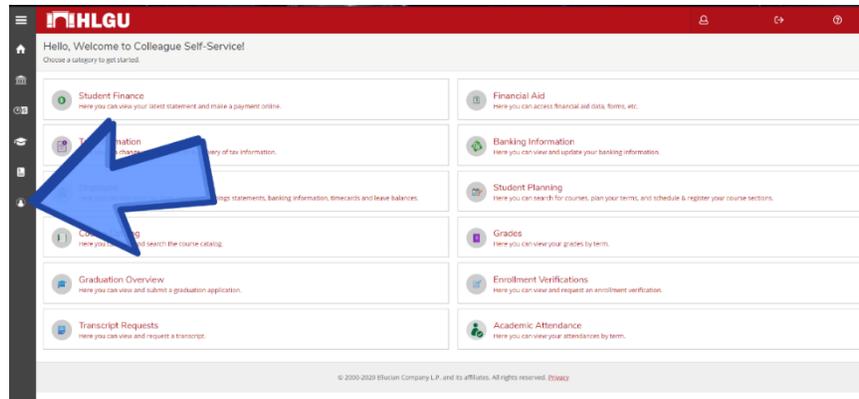
1. Navigate to my.hlg.edu



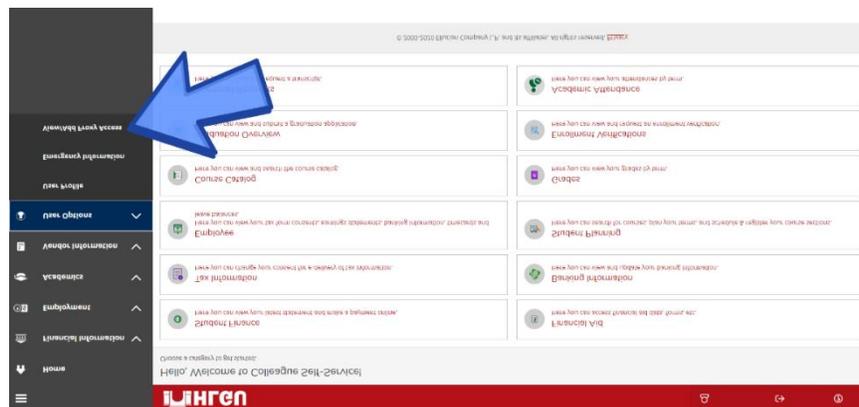
2. The Self-Service link will lead to the sign in screen.



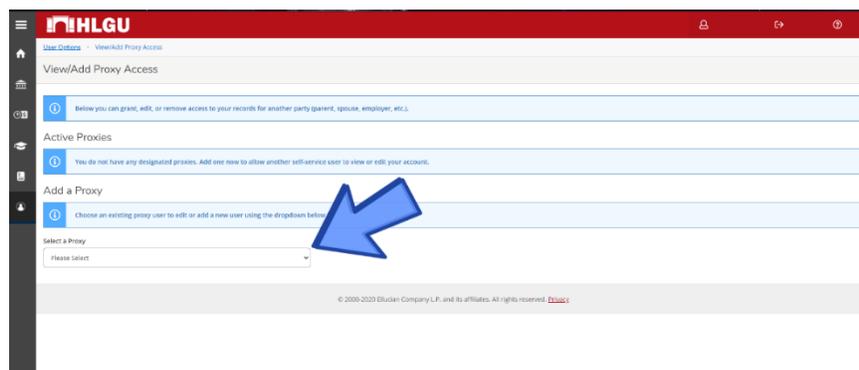
3. Sign in with the appropriate credentials. Upon a successful login, the user will be taken to Self-Service's home page. Click the person icon.



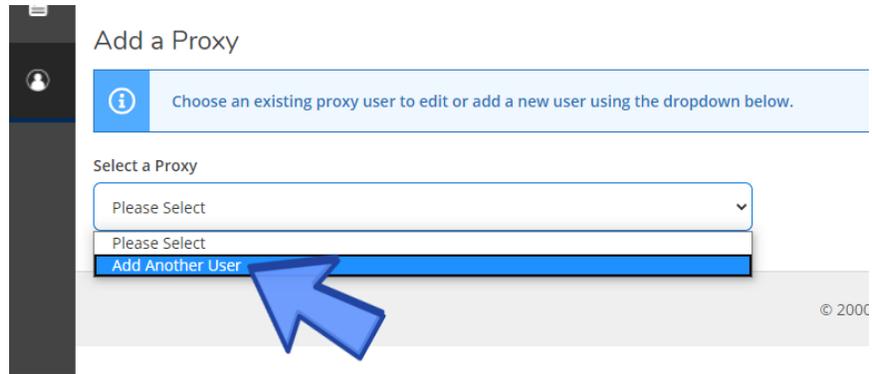
4. After clicking the person icon, a dropdown menu will appear. Click "View/Add Proxy Access".



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

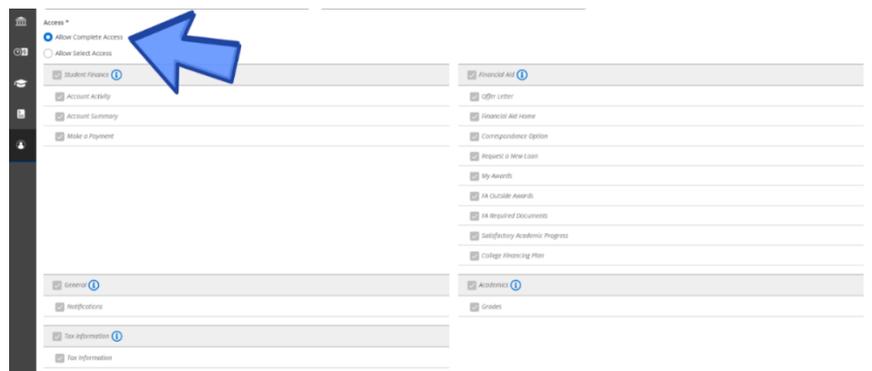


6. A dropdown list will appear. Click **“Add Another User”**.

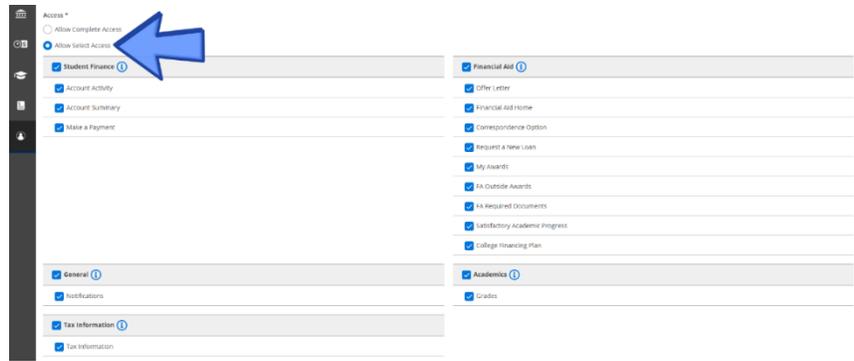


7. Next, enter the appropriate credentials.

8. After the account is created, a student will get to choose which permissions are granted to the proxy. There are two options here. The first option is **“Allow Complete Access”** which gives the proxy access to everything available to the student in Self-Service.



9. 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.



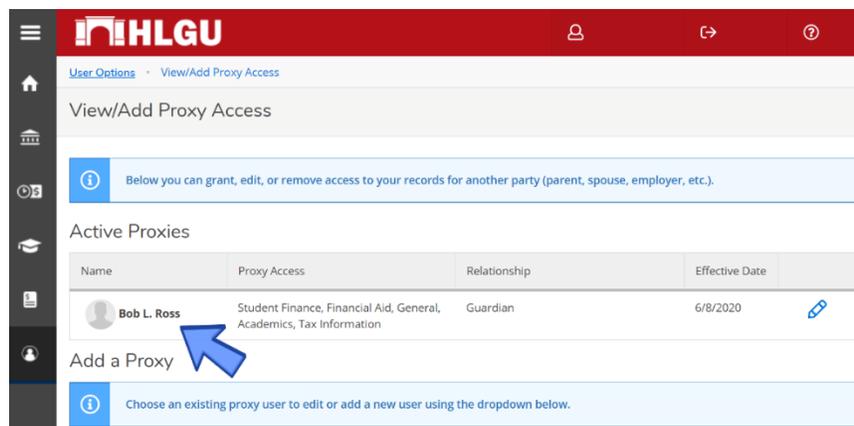
10. After selecting access permissions, the student will have to authorize a **“Disclosure Agreement”** and click **“Submit”**.

Disclosure Agreement

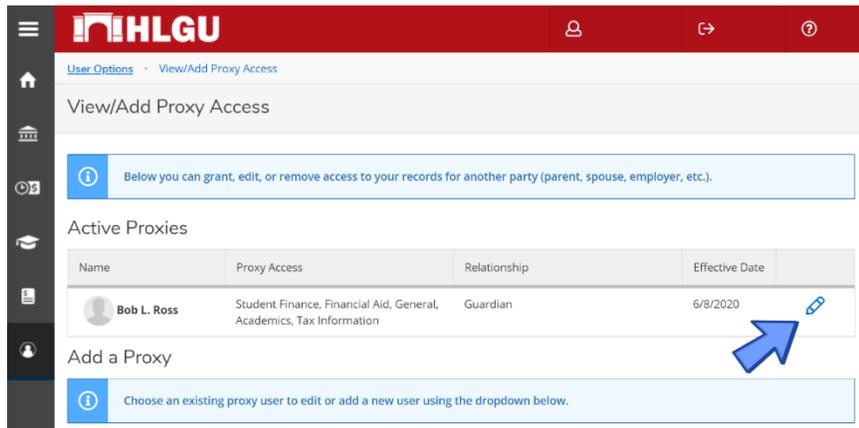
You are about to add a user who will have access to information protected by FERPA. Granting this access indicates you are waiving your FERPA privacy rights for the items you select to anyone with access to the account you indicate.

I authorize the institution to disclose my information to this party

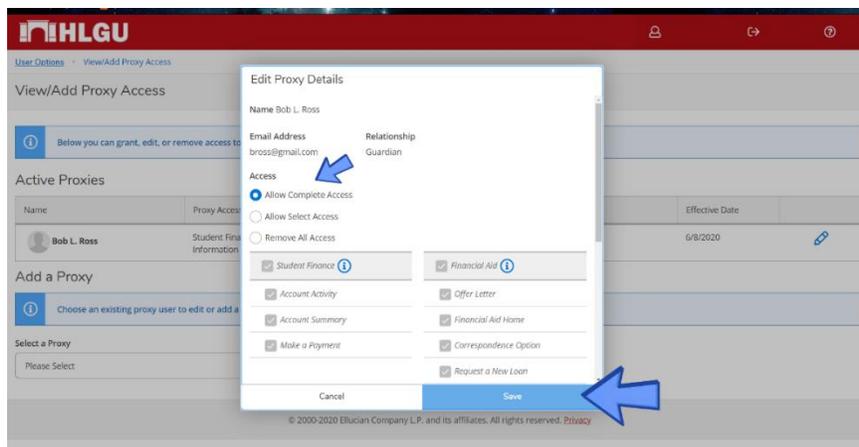
11. After clicking **“Submit”** the newly created proxy account is found under **“Active Proxies”**.



12. To edit or remove an active proxy, click the **“pencil”** icon on the proxy you want to edit or remove.



13. A popup menu will appear, allowing the student to select or remove the access the active proxy will have. Once the changes have been made click **“Save”**.



For assistance contact Office of Computer Services
 573-629-3201
 ithelpdesk@hlg.edu