

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.

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٠	Hello, Welcome to Colleague Self-Service! Choose a category to get started.					
ش دن	Student Finance rere you can very your latert statement and make a payment online.	ß	Financial Aid Here you can access financial aid data, forms, etc.			
(8)	1 nation wy of the information.	Ø	Banking Information Here you can view and update your banking information.			
	inger statements, basking information, timecards and leave balances.		Student Planning Here you can search for courses, plan your terms, and sch	edule & register your cou	rse sections.	
	Comparing a search the course catalog		Grades Here you can view your grades by term.			
	Graduation Overview. Here you can view and submit a graduation application.	B	Enrollment Verifications Here you can view and request an enrollment verification			
	Transcript Requests Here you can view and request a transcript.	ė	Academic Attendance Here you can view your attendances by term.			
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4. After clicking the person icon, a dropdown menu will appear. Click "View/Add Proxy Access".

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	User Profile Emergency Information	0	Course Catalog Here you can view and search the course catalog		Grades неге ули сал мен улиг grades by teem.
•	User Options	æ	Employee Here you can view your tax form conserts, earnings statements, banking information, timecards and leave boardes.	-	Student: Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
8	Vendor Information 🗸	-	Freedown	_	Crudiest Discrime
ġ	Academics V	6	Tax information here you concert for e-selvery of tax information.	2	Banking Information nere you can view and uptive your banking information.
OB	Employment V	0	Studiont Finance terre you can view your latest tatement and make a payment cnime,	1	Financial Ald tree you can access fraenal aid data, forms, etc.
-	Financial Information 🗸				
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5. To add a new proxy, click the "Select a Proxy" tab.

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	View/Add Proxy Access			
-				
OB	Below you can grant, edit, or remove access to your records for another party (parent, spouse, employer, etc.).			
۲	Active Proxies			
	O You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.			
6	Add a Proxy			
۲	(i) Choose an existing proxy user to edit or add a new user using the dropdown below			
	Select a Proxy			
	Please Select:			
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6. A dropdown list will appear. Click "Add Another User".

Add	a Proxy	
(i)	Choose an existing proxy user to edit or add a new user using the dropdown be	low.
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	Add Select a Pleas Add A	Add a Proxy Choose an existing proxy user to edit or add a new user using the dropdown be Select a Proxy Please Select Please Select Add Another User

7. Next, enter the appropriate credentials.

	Select a Proxy		
Ē	Add Another User		
	First Name *	Middle Name	Last Name *
03	First Name	Middle Nome	Lost Name
۲	Former Last Name	Email Address *	Confirm Email Address *
	Former Last Name	Email Address	Email Address
8	Phone	Phone Type	Birth Date *
۲	Phone	Please Select 🗸	M/d/2007
	SSN	Confirm SSN	Relationship *
	SSN	SSN	Please Select 🗸

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.

Access * Access	
Student Finance 🕕	🖂 Financial Aid 🕕
Account Activity	🖾 Offer Letter
Z Account Summary	Financial Aid Home
Make a Payment	Correspondence Option
	💹 Request a New Loan
	🖾 My Awards
	FA Outside Awards
	I fA Required Documents
	🕎 Satisfactory Academic Progress
	Colege Financing Plan
🖾 General 🚺	🖾 Katenics 🕕
Notifications	🔯 Grades
Tax information	
Zax Information	

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.

Access *	
Allow Complete Access	
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C Tax Information	

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
Cancel Submit

11. After clicking "Submit" the newly created proxy account is found under "Active Proxies".

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۲	Active Proxies						
	Name	Proxy Access	Relationship		Effective Date		
5	Bob L. Ross	Student Finance, Financial Aid, General, Academics, Tax Information	Guardian		6/8/2020	Ø	
٩	Add a Proxy						
	(i) Choose an existing	proxy user to edit or add a new user using	the dropdown below.				

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

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	Name	Proxy Access	Relationship	Effective Date					
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٩	Add a Proxy								
	(i) Choose an existing	g proxy user to edit or add a new user using	the dropdown below.						

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**".

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Choose an existing proxy user to edit or add a	Edit Proxy Details Name Bob L Ross Email Address Foralignation Access Allow Complete Access Allow Select Access Renove All Access Sudent Finance Account Activity Account Activity Caccount Summory	Financial Alt Finan		Effective Date 6/8/2020	ð
elect a Proxy	Make a Payment	Correspondence Option			
Please Select		🔯 Request a New Loan	1		
	Cancel	Save			

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