

Proxy User Instructions

Log into Self-Service by going to selfservice.wittenberg.edu.

Be sure to type your assigned username immediately followed by @wittenberg.edu.

Note the first time you log in, you will be prompted to set up Multi-Factor Authentication by clicking the Next button when you see this screen.

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

Once you have successfully logged in, the following display will appear.

Person Proxy

Welcome to Colleague Self-Service! Select the person's account you want to view:


	Mrs. Danita J. Hatfield	You
	New D. Student	
	Abigale Wyer	

Cancel

Continue

Make your selection and continue.

To change from your record to a proxy's, access the menu in the upper right corner where your username appears.

	dhatfield
User Profile	
Emergency Information	
View/Add Proxy Access	
Change Proxy User	

Select Change Proxy User so the screen below appears again.

Person Proxy

Welcome to Colleague Self-Service! Select the person's account you want to view:

	Mrs. Danita J. Hatfield	You
	New D. Student	
	Abigale Wyer	

Cancel


Continue

Click on the record you want to see and then Continue to see the items you were approved to see.

Once inside Proxy access, you will see the following at the top of the screen. This will not be displayed when you are on your own record.



Clicking the Change User button once again provides the record selection screen.

Be sure to log out when you are done by clicking your login name in the upper right corner , and selecting log out from the drop down.

NOTE: if your screen is minimized, you may only see 