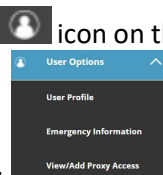


TO CHANGE/END PROXY ACCESS:

After logging into Self-Service, click on the User Profile  icon on the lower left menu.



Select View/Add Proxy Access from the drop down box.

The system will display information regarding your current proxy status.

Select the appropriate Active Proxy and click on the pencil to the far right.

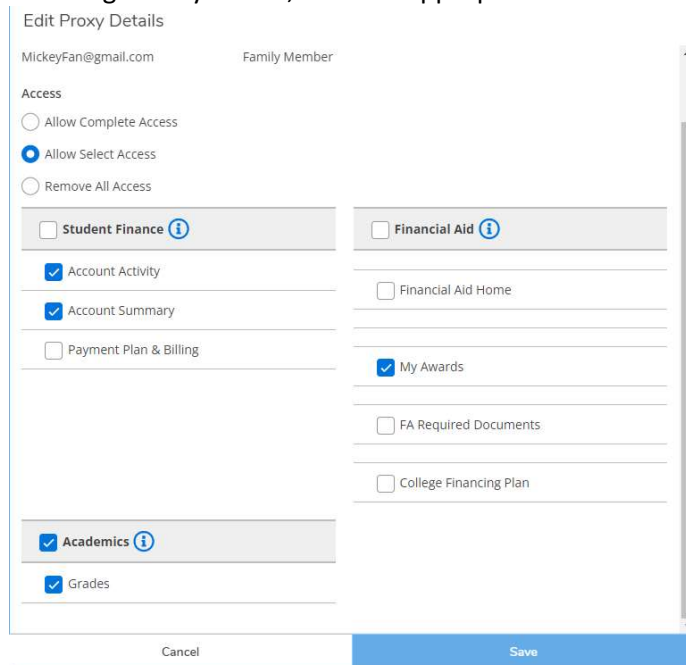
Active Proxies

Name	Proxy Access	Relationship	Effective Date	
 Teddy B. Fischer	Student Finance	Proxy	5/27/2022	
 Mrs. Kelli Mouse	Student Finance, Financial Aid, Academics	Family Member	6/1/2022	

This opens the Edit Proxy Details screen.

To stop Proxy access, click the button next to Remove all Access and Save.

To change Proxy access, click the appropriate items and Save.



Edit Proxy Details

MickeyFan@gmail.com Family Member

Access

Allow Complete Access

Allow Select Access

Remove All Access

Student Finance ⓘ

Account Activity

Account Summary

Payment Plan & Billing

Academics ⓘ

Grades

Financial Aid ⓘ

Financial Aid Home

My Awards

FA Required Documents

College Financing Plan

Cancel Save

After saving, the summary page will be displayed again with the appropriate changes. If you remove the proxy access, the name will be removed completely from the Active Proxies section.