

# **Student Proxy Setup in Self Service**

Login into Self Service either through the direct link (ssb.astate.edu) or through myCampus

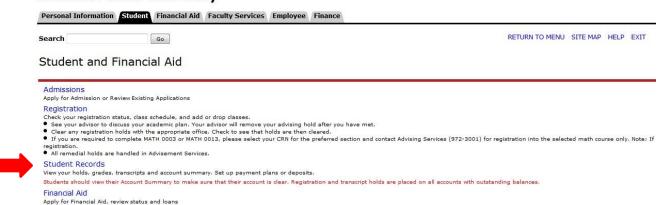
Once you are logged in, click Student on the Main Menu

### **Arkansas State University**



On the Student menu, click Student Records

### **Arkansas State University**



At the bottom of the Student Records menu, you will see a Proxy link, click the link.

Select Tax Year

Application/Intent to Graduate Form

Associate degree students must have completed a minimum 42 overall earned hours and a minimum 2.0 overall GPA.

Bachelor's degree students must have completed a minimum 102 overall earned hours and a minimum 2.0 overall GPA.

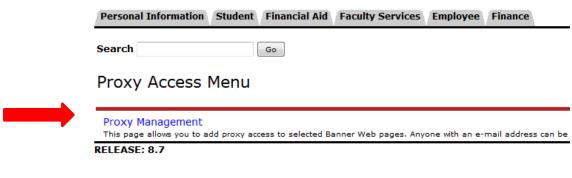
Masters/Specialist/Doctoral degree students must have completed a minimum 15 overall earned hours and a minimum 2.5 overall GPA.

Proxy Menu

RELEASE: 8.7

On the Proxy page you will see a Proxy Management link, click the link.

## **Arkansas State University**



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Here you will see the link to add a proxy, click the link.

### **Arkansas State University**

Personal Information   Student   Financial Aid   Faculty Services   Employee   Finance
Search Go
Proxy Management
Proxy List
Expand a proxy to define relationship type, begin and end dates, and authorizations.
Your proxy list is empty.
Add Proxy
RELEASE: 8.7

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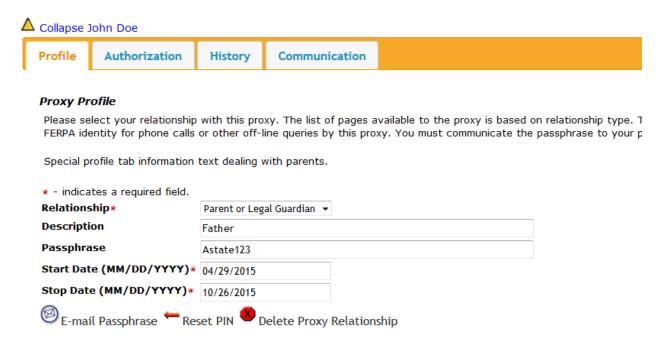
Setup fields will display just below the link, complete each field and click the Add Proxy button. This will generate emails to the proxy and student letting them know an account has been created.

# Add a Proxy Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access. \* - indicates a required field. First Name \* John Last Name \* Doe E-mail Address \* johndoe@astate.edu Verify E-mail Address \* johndoe@astate.edu Add Proxy

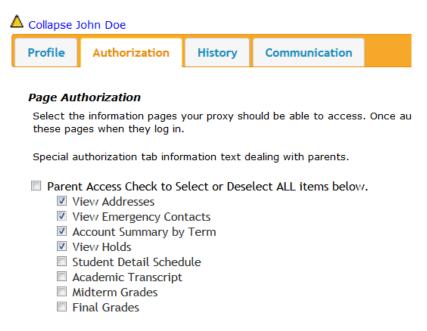
Once added, the proxy will appear on your list. Click the proxy's name to expand the list and view your options. Any changes made here will generate emails to the proxy and student notifying them of the changes.

# Proxy Management A new proxy has been successfully added. Proxy List Expand a proxy to define relationship type, begin and end dates, and authorizations. Expand John Doe O pages Add Proxy PEL FAGE: 0.7

The Profile tab contains the information above. Setting the Relationship field is <u>required</u> and without this set the proxy cannot view records. The Description field and Passphrase field are optional. These are additional verification features. The Start and End dates allow you to set when the proxy has access and when the access will be terminated. These are also <u>required</u>. Once you have entered the required and optional information, you can collapse the proxy by clicking there name or moving to the next tab. This effectively saves the changes you made to these fields.



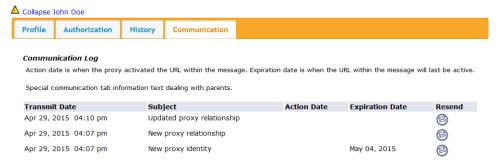
The Authorization tab is where the student grants specific access to the proxy. Check the desired areas you want the proxy to have access to and the access will appear once the proxy logs into the system. Click to collapse the proxy or another tab to save the changes. Again, this will generate an email to the student and proxy.



The History tab allows students to see what changes have been made with proxy access by them in the system.



The Communication tab allows students to see what email correspondence has been sent to the proxy and allows them to resend emails if needed.



Students can update and remove proxy access at any time. To change access, go to the desired tab and update information accordingly. To complete remove proxy access, click Delete Proxy Relationship under the Profile tab.

