Assigning a Proxy

1. Go to the Student Hub, click on “Self Service” and log on.
2. Click the “Proxy Access” tab and select “Proxy Management”.
3. Click “Add Proxy”.
   
   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

4. Enter your parent’s name (first and last) and email, click “Add Proxy”.

   Proxy Management

   Proxy List
   [Expand a proxy to define relationship type, begin and end dates, and authorizations.]
   [Your proxy list is empty.]
   [Add a Proxy]

   RELEASE: 8.7

5. Click “Expand” next to the proxy’s name and complete the profile.

   Proxy Management

   Proxy List
   [Expand a proxy to define relationship type, begin and end dates, and authorizations.]
   [Expand test user testuser01wc@gmail.com 0 pages]
   [Add Proxy]

   a. Set the relationship type to “Parent or Legal Guardian”.
   b. Enter a description (mom, dad, grandma, etc.)-This is optional
   c. Enter a passphrase. –This is only required IF you are allowing the proxy to have verbal conversations with anyone at Xavier University. This allows the university to verify their identity.
d. If you’d like, adjust the amount of time your parent will be given access (default is four years from today).
e. If you set a passphrase, select the “E-mail Passphrase” icon. This will send your proxy an email with their passphrase.

6. Wait for your parent to confirm by following the link in their email, then, have your parent complete steps 1-4 of “Activating Your Proxy Account”. Then continue below.

Setting Parent Permissions

7. Click the “Authorization” link.
8. Select any permission you would like to grant your parent.

9. You may add another parent at any time by clicking “Add Proxy”.

Have questions? Contact the Office of the Registrar (513) 745-3941 or regproxy@xavier.edu.