

Xavier Proxy Access- Student Quick Tips

Assigning a Proxy

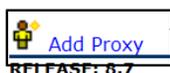
1. Go to the Student Hub, click on “Self Service” and log on.
2. Click the “Proxy Access” tab and select “Proxy Management”.
3. Click “Add Proxy”.

Proxy Management

Proxy List

Expand a proxy to define relationship type, begin and end dates, and authorizations.

Your proxy list is empty.



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

Add a new proxy using the form below. Then edit their profile and authorization(s) to enable appropriate access.

- indicates a required field.

First Name

Last Name

E-mail Address

Verify E-mail Address

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 of the reason why you are approving the disclosure and sharing of these records (examples: “Providing my mom with access to my student records”, “I want my parents to have access to my information”, “I would like dad to be able to receive information about my records”, “To discuss advising”, etc.)

- 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.

Proxy Profile

Please select your relationship with this proxy. The description field is your personal note about this proxy (mom, dad, p: passphrase can be used to verify access for phone calls or in person visits. You must communicate the passphrase to you

You can control the start and end dates for proxy access below. **Please note: Default set to four years from today.**

* - indicates a required field.

Relationship*

Description

Passphrase

Start Date (MM/DD/YYYY)* x

Stop Date (MM/DD/YYYY)*

 E-mail Passphrase  Reset PIN  Delete Proxy Relationship

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. Note: permissions are automatically saved once checked or unchecked

Page Authorization

Select the information pages and education records you want your proxy to be able to access. This is your approval for disclosure and sharing of these records. Once authorized, your proxy will be able to view these pages when they log in with their credentials.

- Bursar/Billing Access Check to Select or Deselect ALL items below.
 - Form 1098-T
 - Account Summary by Term
- Financial Aid Access Check to Select or Deselect ALL items below.
 - Financial Aid Status
 - Aid Eligibility
 - Award Package
- Registrar Access Check to Select or Deselect ALL items below.
 - View Student/Advisor Information
 - Final Grades
 - Midterm Grades
 - View Holds
 - Academic Transcript
 - Enrollment Verification
 - View Address/Phone
 - View Emergency Contacts
 - Registration Status
 - Registration History
 - Purchase Textbooks

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.