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.

   Add Proxy

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.
   ▶ Indicators a required field.
   First Name:
   Last Name:
   Email Address:
   Verify email Address:
   Add Proxy

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.

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

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.