

Parent/Person Proxy Instructions

Student authorization is required for Parent/Person Proxy Access per the Family Educational Rights and Privacy Act (FERPA). If you are unable to access your student's information through Self-Service, please contact the student to request authorization via "View/Add Proxy Access". The student authorizes complete access or select access from the following categories: Financial Aid, Student Finance, Academics, Tax Information and General Notifications.

Access

- Allow Complete Access
- Allow Select Access
- Remove All Access

• Select All for Student Finance Workflows Student Finance Here you can grant others access to your financial information and statements, as well as give them the ability to make a payment online.

- Account Activity
- Account Summary
- Make a Payment
- Payment Plan & Billing

• Select All for Financial Aid Workflows Financial Aid Here you can grant others access to inquiry-only viewing of your financial aid data, forms, etc.

- Offer Letter
- Financial Aid Home
- Correspondence Option
- Request a New Loan
- My Awards
- FA Outside Awards
- FA Required Documents
- Satisfactory Academic Progress
- College Financing Plan

• Select All for General Workflows General Here you can grant others ability to view general information, such as your notifications.

- Notifications

• Select All for Academics Workflows Academics Here you can grant others view access to your academic information.

- Grades

• Select All for Tax Information Workflows Tax Information Here you can grant others ability to view your tax information such as your PDF tax statements and electronic consent history.

- Tax Information

1. When your student has granted you proxy access, you will receive an email at the address that the student entered on the proxy screen.



Mon 11/26/2018 4:29 PM

registrar

You now have access to [redacted] account at Stevenson University.

To [redacted]
Cc [redacted]

Dear [redacted]

You have been granted proxy access to [redacted] account at Stevenson University.

Please log on to [Student Self-Service](#) to view student information.

If you have any questions, please contact the HelpDesk at 443-334-3000 or helpdesk@stevenson.edu.

2. You will receive two additional emails containing information regarding your username and temporary password. This process can take up to two days.
3. Sign in to Student Self-Service with your username and password. A link to Student Self-Service is in the email that you received.
4. Select your student's name to access their account. You must select the Student Name to view the content of their educational record to which you have been given proxy access.

Helpful Hints:

Financial Information Icon contains important Financial Aid and Student Finance actions items.

- Financial Aid: Students Only must annually "Review and Accept your Financial Aid Award Package"
- Student Finance Access allows proxies to create PDF detailed term statement (e-bill) by clicking "View Statement" on the term Account Activity page.
 - Proxies are also able to make a payment
 - Establish a semester payment plan
 - Manage Tuition Insurance
- Only students can access Manage Student Refunds
- Your student's mid-term and final grades/courses may be viewed by clicking on Academics/Grades.

