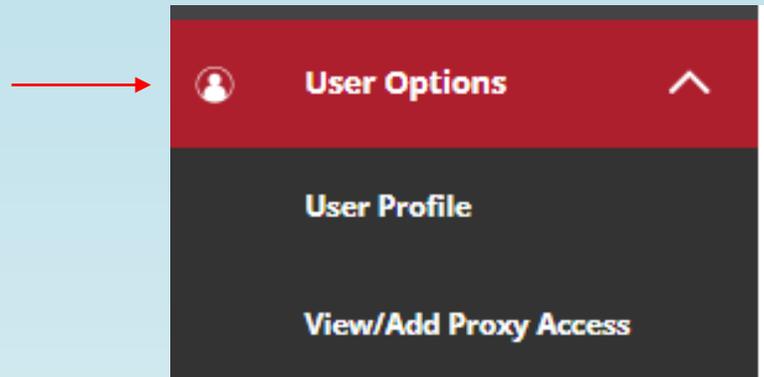


Self-Service Setting up a PROXY

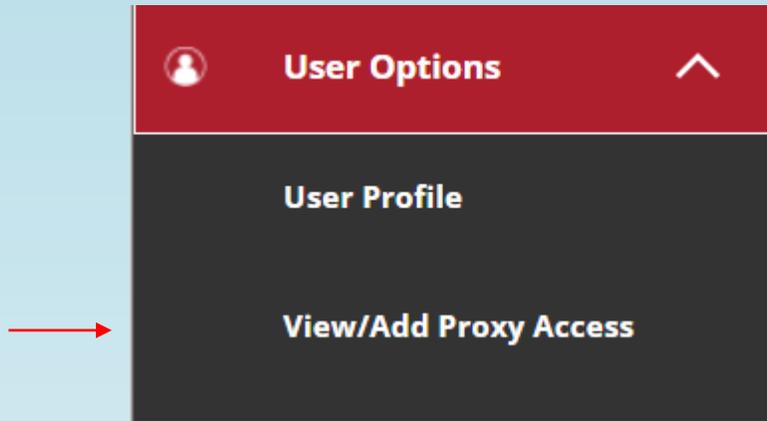
GRANTING WEB ACCESS TO A
PARENT, GRANDPARENT OR GUARDIAN

Log into your Self-Service account

- On the left, click the icon “User Options”



Click: View/Add Proxy Access



Select a Proxy

KING'S COLLEGE - TEST

[User Options](#) · [View/Add Proxy Access](#)

This screen allows the user to View/Add proxy information.



If you wish to choose a proxy who is NOT on the dropdown or has a missing email address, please complete the Add Proxy form linked below.

Click [Add Proxy](#).

View/Add Proxy Access

Active Proxies



You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.

Add a Proxy

Select a Proxy

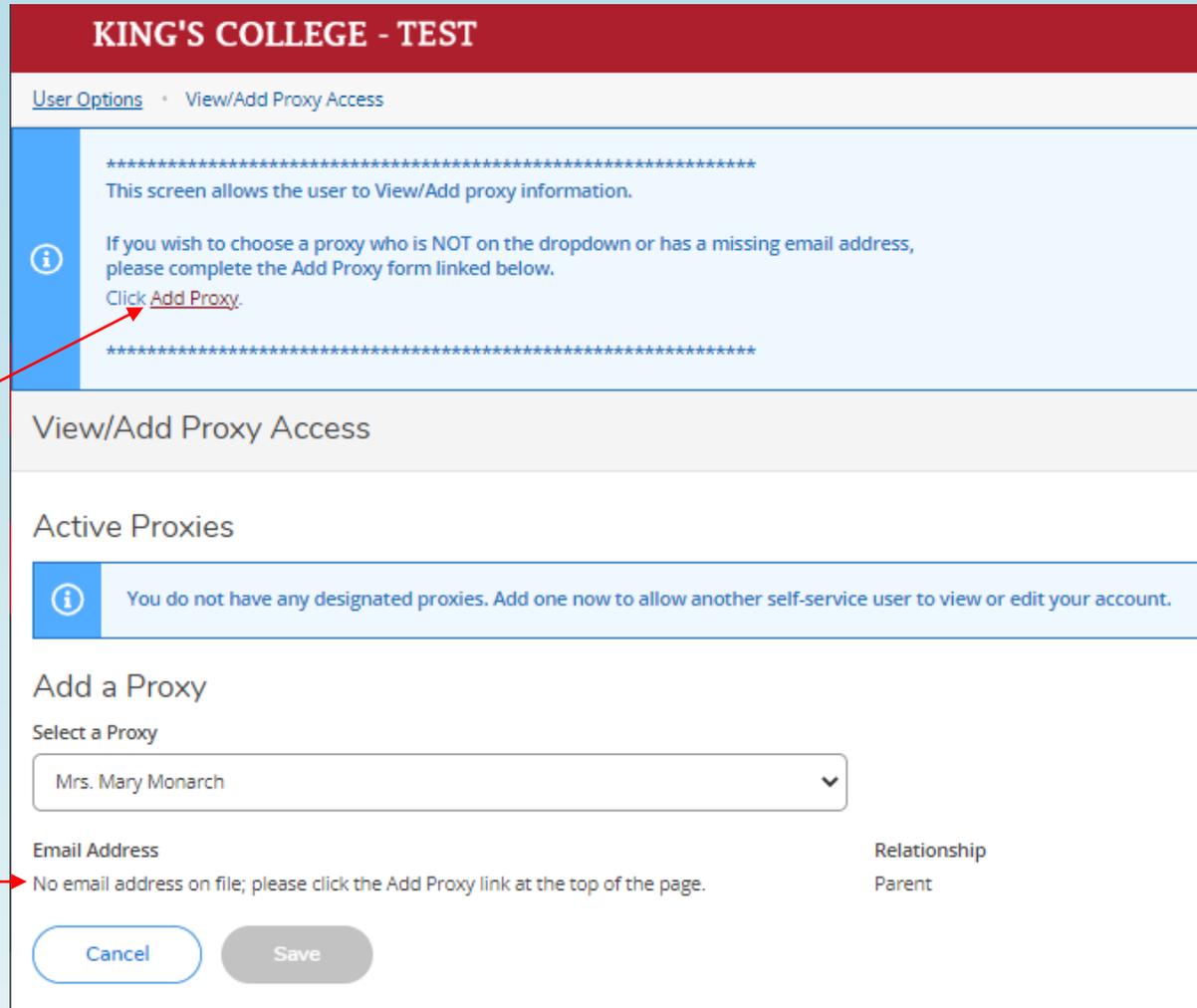
Please Select



Your Proxy must be related to you:

- Parent, Grandparent or Guardian
 - Select a person's name from the drop-down box and continue.
 - Select the level of access you want to give this proxy.
 - Check the Authorize/Disclosure box and hit save.
- Your Proxy will receive an email with a logon id and temporary password. Follow the steps in the email to set-up their information access.
- This access will remain in place until you change it or remove it.
- If the name of a potential proxy is not listed in the drop-down box or your proxy is in the drop-down, but does not have an email address on file, please complete the Add Proxy form located at the top of the page.

Potential Proxy with no email address on file.



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[User Options](#) · [View/Add Proxy Access](#)

This screen allows the user to View/Add proxy information.

i If you wish to choose a proxy who is NOT on the dropdown or has a missing email address, please complete the Add Proxy form linked below.
Click [Add Proxy](#).

[View/Add Proxy Access](#)

Active Proxies

i You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.

Add a Proxy

Select a Proxy

Mrs. Mary Monarch

Email Address Relationship
No email address on file; please click the Add Proxy link at the top of the page. Parent

[Cancel](#) [Save](#)

- If you see no email address on file, you will not be able to proceed with the Proxy set-up for this person.
- Please complete the Add Proxy Form at the top of the page.
- After the email address for that individual has been added to our database you can go back in Self-Service and assign Proxy access. Please allow up to 48 hours for this information to appear.

Add a Proxy

Select a Proxy

Mr. David Johnson

Email Address

danielcebrick@kings.edu

Relationship

Parent

Access

Allow Complete Access

Allow Select Access

Student Finance 

Account Activity

Account Summary

Make a Payment

Academics 

Grades

Disclosure Agreement

I understand that anyone I add as a proxy will be able to see any information on the pages I have given them access to. This proxy access may take up to one hour after assignment to be available to the proxy. I also authorize college personnel to discuss the details of my student account and financial aid with my proxy. I can remove this proxy access at any time by returning to this screen and editing the record. For more information, click on the "Help" button above.

I authorize the institution to disclose my information to this party

Cancel

Save

Level of Access

- Allow Complete Access
- Allow Select Access
 - If you check “Select Access,” you determine the level.

<input type="checkbox"/> Student Finance 
<input type="checkbox"/> Account Activity
<input type="checkbox"/> Account Summary
<input type="checkbox"/> Make a Payment

<input type="checkbox"/> Academics 
<input type="checkbox"/> Grades

Examples of Proxy access levels:

- The parent has full access [Finances & Academic].
- The grandparent only has access to the student's finances.

Active Proxies

Name	Proxy Access	Relationship	Effective Date	
 Mr. David Johnson	Student Finance, Academics	Parent	03-15-2022	
 Mr. Fred R. Rogers	Student Finance	Grandparent	03-15-2022	

Add a Proxv

To update or remove Proxy access

- Click the Pencil Icon



- You can view/update the type of access, the level of access or remove access.
- In this example the Grandfather only has access to make a payment.

Edit Proxy Details

Name Mr. Fred R. Rogers

Email Address danielcebrick@kings.edu **Relationship** Grandparent

Access

Allow Complete Access

Allow Select Access

Remove All Access

<input type="checkbox"/> Student Finance ⓘ	<input type="checkbox"/> Academics ⓘ
<input type="checkbox"/> Account Activity	<input type="checkbox"/> Grades
<input type="checkbox"/> Account Summary	
<input checked="" type="checkbox"/> Make a Payment	

When you are done adding, updating or removing Proxy access

- Remember to click “SAVE”

