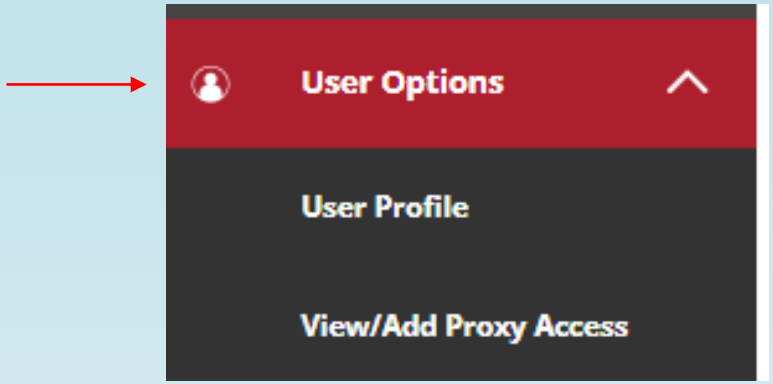
KING'S COLLEGE
TRANSFORMATION. COMMUNITY. HOLY CROSS.

Self-Service Setting up a PROXY

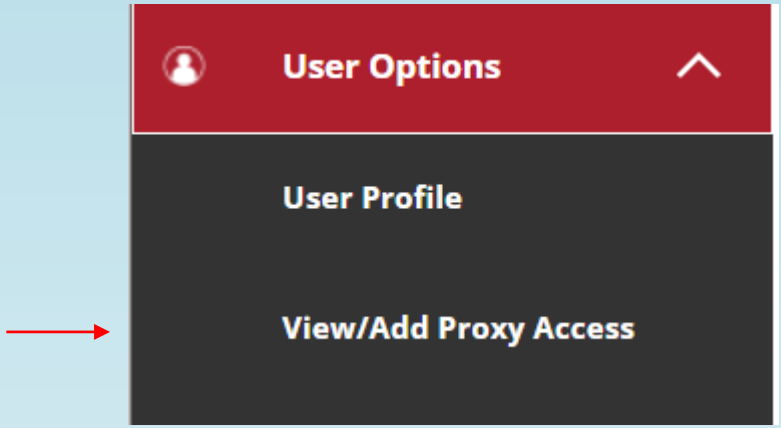
GRANTING WEB ACCESS TO A
PARENT, GRANDPARENT OR GUARDIAN

Log into your Self-Service account

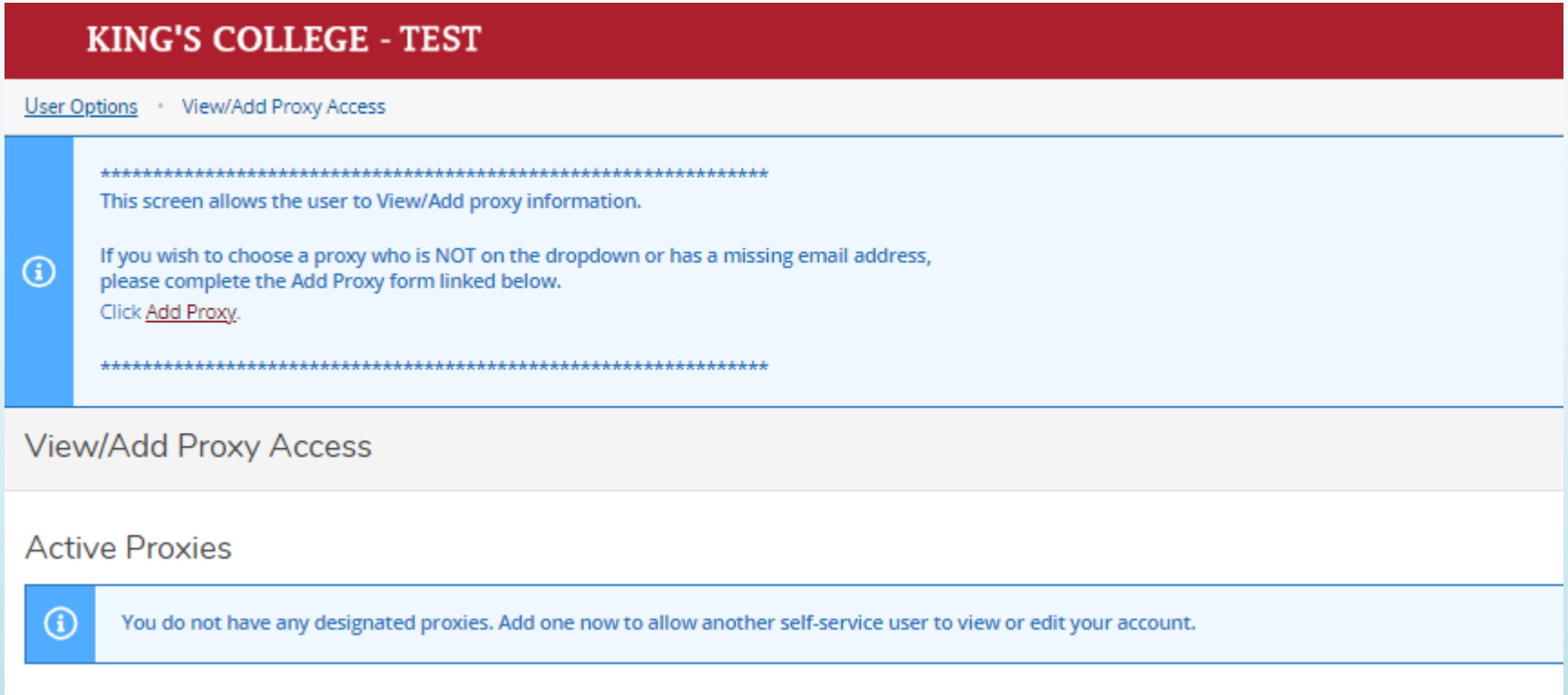
- On the left, click the icon “User Options”



Click: View/Add Proxy Access



Select a Proxy



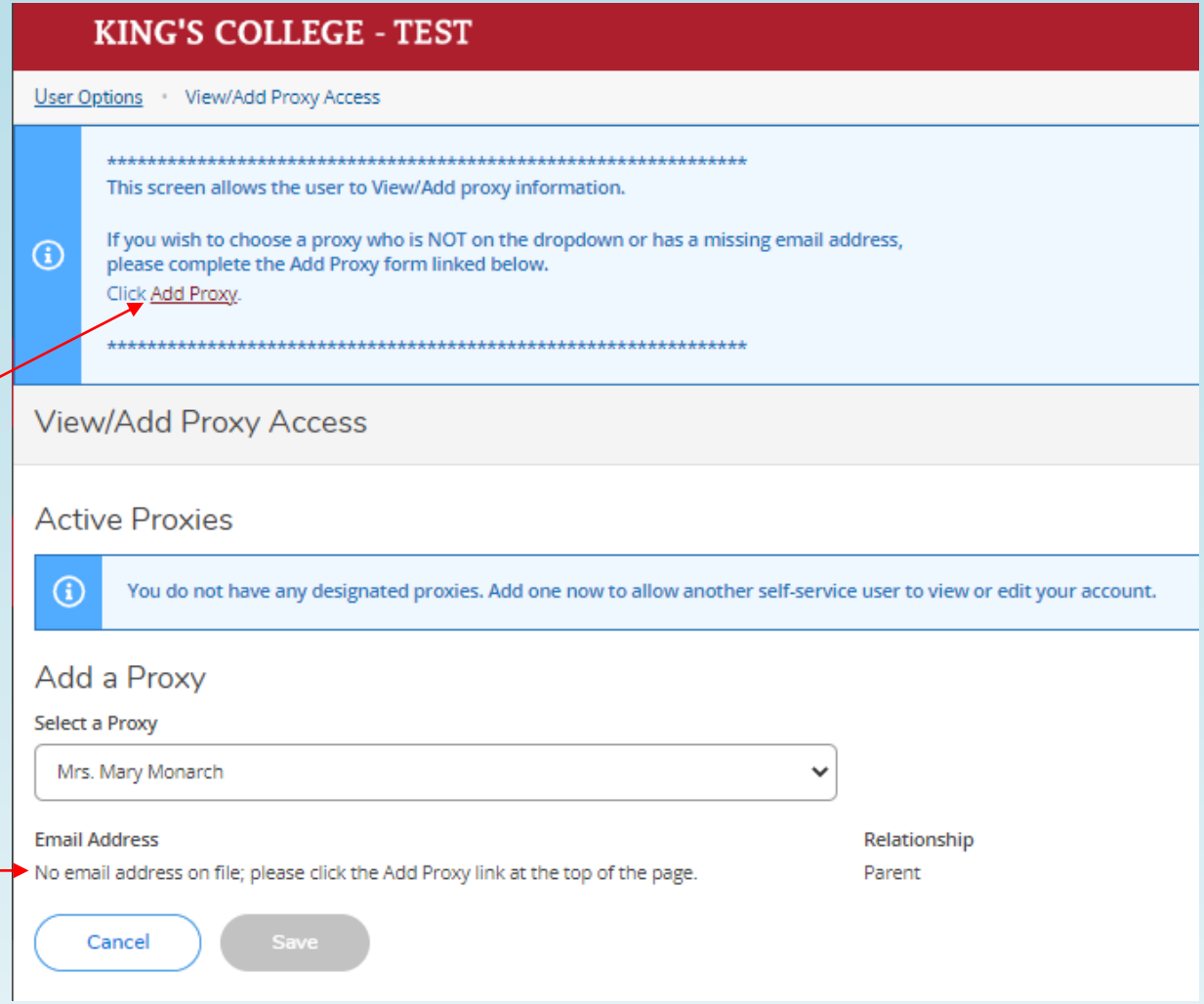
Your Proxy must be related to you:

- 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.



- 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 ⓘ	*Academics* ⓘ
Account Activity	*Grades*
Account Summary	
Make a Payment	

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.

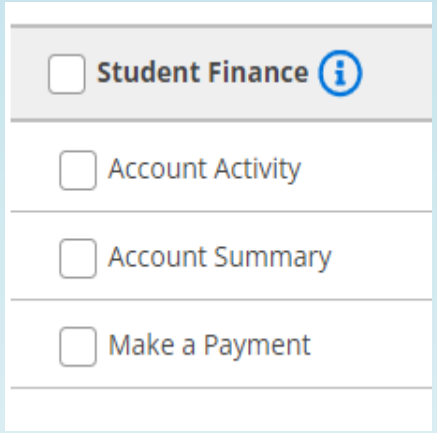
☑ I authorize the institution to disclose my information to this party

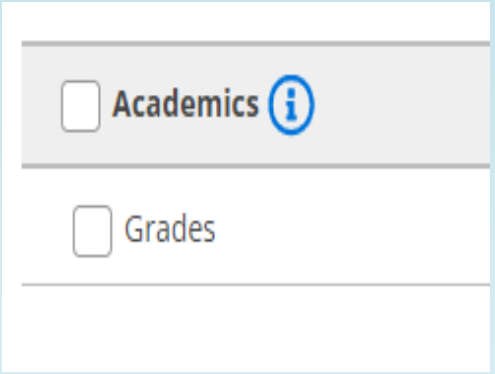
Cancel | Save

Level of Access

- Allow Complete Access
- Allow Select Access

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



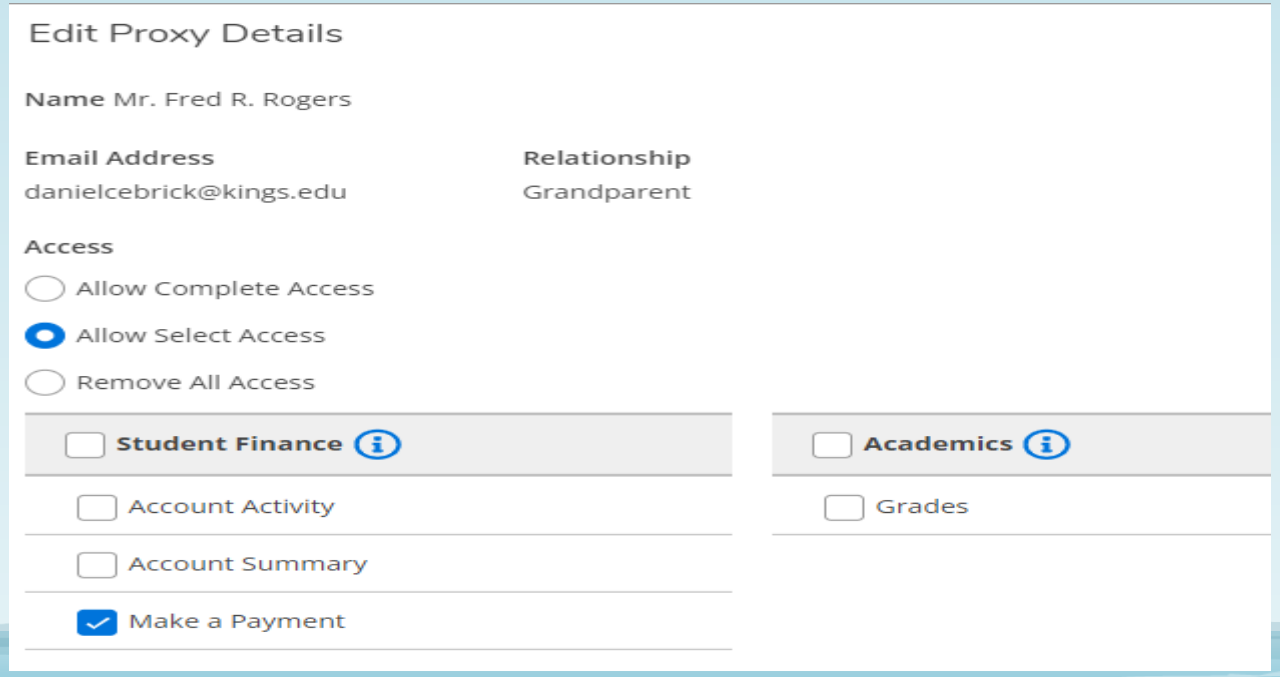


Examples of Proxy access levels:

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

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.



When you are done adding, updating or removing Proxy access

- Remember to click “SAVE”