Self-Service: Setting up a PROXY
Granting web access to a parent, grandparent, or guardian

A Proxy is one or more people you can choose to view certain aspects of your Self-Service information.

WHAT TO KNOW BEFORE ADDING YOUR PROXY:

- Your proxy must be related to you: Parent, Grandparent, or Guardian
- Your proxy must have an email on file with the Registrar's Office
  - **Please complete this [Add Proxy Form](http://go.kings.edu/proxy) (http://go.kings.edu/proxy) if your proxy is not listed or your proxy does not have an email address in the system.**
    - Once your desired proxy information is added, you can select them from the list in the instructions below.
    - 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.

WHAT CAN YOUR PROXY SEE:

- You decide what your proxy can see by taking the steps outlined in the next section. You can decide if your proxy gets Complete Access or Select Access. For an existing proxy, you can also Remove access.
- Complete Access allows the proxy to see all Financial and Academic information.
- Select Access allows you to select certain areas by checking the corresponding boxes.

Allow Complete Access | **Allow Select Access**

- In all cases, you must acknowledge the disclosure agreement:

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ADDING YOUR PROXY:

1. Log into your Self-Service account.
2. On the left, click the **User Options** link on the left menu:
3. Click **View/Add Proxy Access**:
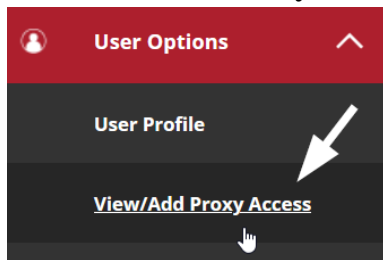
4. Select your desired proxy from the list:

5. On the next screen, decide the level(s) of access you'd like to grant the proxy.
   a. If you choose Select Access, choose the access you wish to grant.
6. Check the **Authorize/Disclosure** box and hit **Save**.

EDIT PROXY ACCESS OR REMOVE A PROXY:

1. On the View/Add proxy screen, click the **Edit button** that corresponds with your proxy.

2. In the pop-up, you can Edit the proxy access by selecting or deselecting levels of access.

3. Alternatively you can select **Remove All Access** to have access revoked.

4. For any changes you make, click **Save** to apply them.

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