

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.

<p>Access</p> <p><input checked="" type="radio"/> Allow Complete Access</p> <p><input type="radio"/> Allow Select Access</p> <hr/> <p><input checked="" type="checkbox"/> Student Finance </p> <hr/> <p><input checked="" type="checkbox"/> Account Activity</p> <hr/> <p><input checked="" type="checkbox"/> Account Summary</p> <hr/> <p><input checked="" type="checkbox"/> Make a Payment</p> <hr/> <p style="text-align: center;">Allow Complete Access</p>	<p>Access</p> <p><input type="radio"/> Allow Complete Access</p> <p><input checked="" type="radio"/> Allow Select Access</p> <p><input type="radio"/> Remove All Access</p> <hr/> <p><input type="checkbox"/> Student Finance </p> <hr/> <p><input type="checkbox"/> Account Activity</p> <hr/> <p><input type="checkbox"/> Account Summary</p> <hr/> <p><input checked="" type="checkbox"/> Make a Payment</p> <hr/> <p style="text-align: center;">Allow Select Access</p>
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- In all cases, you must acknowledge the disclosure agreement:

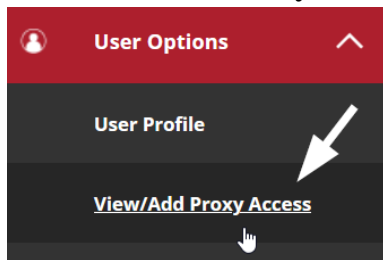
Disclosure Agreement

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

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:

Add a Proxy

Select a Proxy

Mrs. Mary Monarch

Email Address

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

Relationship

Parent





Cancel Save

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.

Active Proxies

Name	Proxy Access	Relationship	Effective Date	
 Mrs. Kristen A. Lemoncelli	Academics	Parent	04-28-2022	
 Mr. Daniel T. Cebrick	Student Finance	Parent	04-28-2022	

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.

Access

Allow Complete Access

Allow Select Access

Remove All Access

Edit access

Remove all access

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

Cancel Save