



Proxy

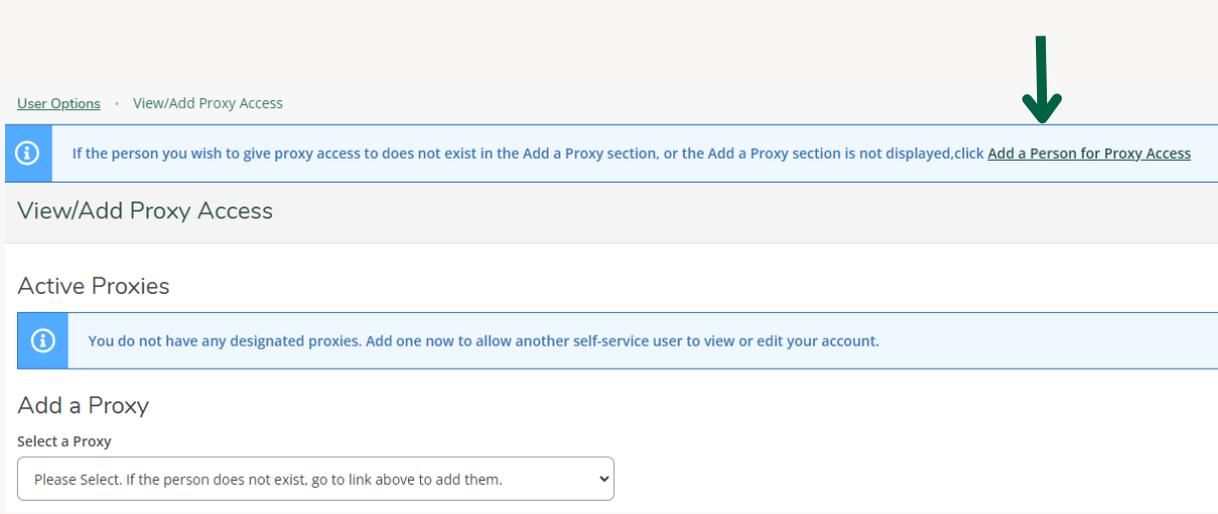
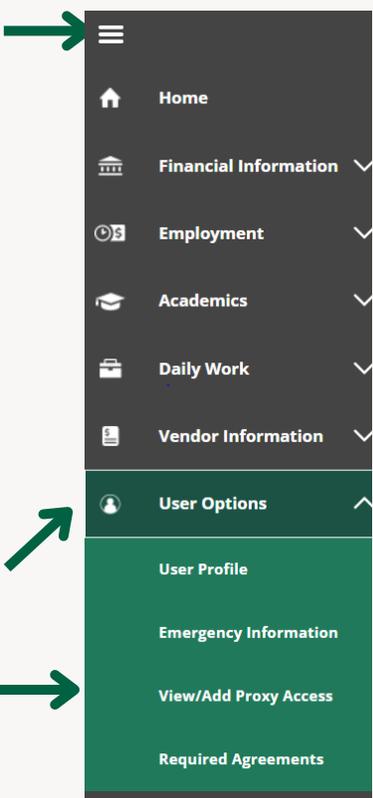


Assigning Proxy Access Instructions

To view a student's information online or discuss account details with an Account Specialist, you must have been granted proxy access by the student. It is the student's responsibility to make sure that the individual responsible for paying their account receives a copy of their student billing statement. Unless the student download their bill, the only way you will receive a statement is for the student to grant you Proxy Access.

Proxy Access can be granted by having the student log in to Self-Service. On the left side of the screen, click on the **three white lines** at the top of the page, then click on **User Options**, select **View/Add Proxy Access**, and click on **Add a Person for Proxy Access**. Once that individual has been added, the student will need to select what information they are granting the proxy to view. For more detailed information, please visit the Proxy Access Information website by using the Student Administrative Services QR Code in the upper left corner of this page.

It is recommended for the student to review proxy access on an annual basis. New modules may be added with future updates.





LOYOLA UNIVERSITY MARYLAND

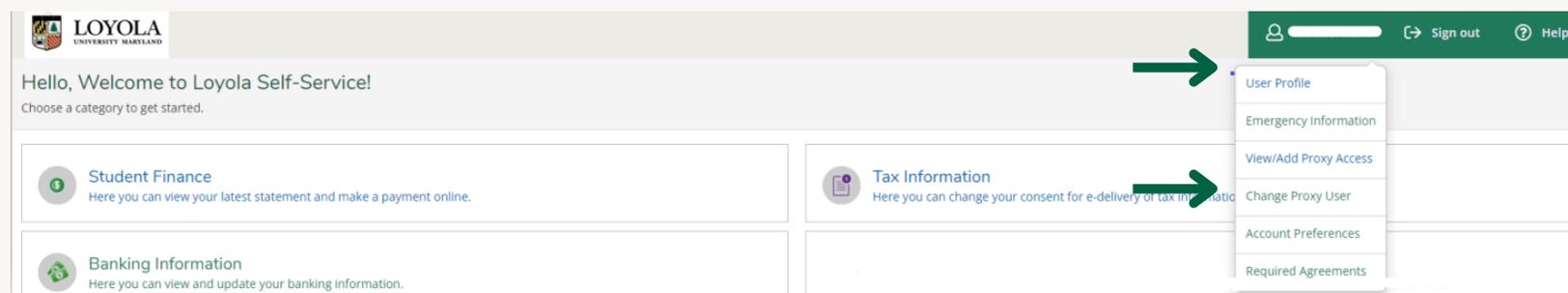
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Assigning Proxy Access Instructions

Proxy Access can also be granted by having the student log into Self-Service. After logging in, click on **username** at the top right side of the screen. Choose **View/Add Proxy Access** from the drop-down list.



Choose the person to grant access to from the drop-down list under Add A Proxy. The screen will expand to give you a list of all possible items to grant access.

- To grant access to every item, click on Allow Complete Access.
- If you only want to give access to some items, click on Allow Select Access and then click on each item.
- Once you have finished selecting the access to grant, click on the Save button at the bottom of the screen.

An email confirming the option(s) selected will be sent to the student's Loyola email account.

If the person you wish to give proxy access to does not exist in the Add a Proxy section, or the Add a Proxy section is not displayed, click Add a Person for Proxy Access. Add a Person for Proxy Access. Once that individual has been added, the student will need to select what information they are granting the proxy to view.

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