

Person Proxy Information

General Proxy Information

Proxy: A person authorized to act on the behalf of another

A student can designate an individual as his/her proxy to have access to designated pages in Self-Service. Currently, students can grant proxy access to the following pages. You can designate complete access or just to certain pages. Additional areas of access may be added in the future.

Student Finance

- Account Activity/View Statement
- Make a Payment
- Account Summary

General

- Notifications

Tax Information

Financial Aid

- Offer Letter
- Financial Aid Home
- Correspondence Option
- My Awards
- FA Required Documents
- Satisfactory Academic Progress
- College Financing Plan

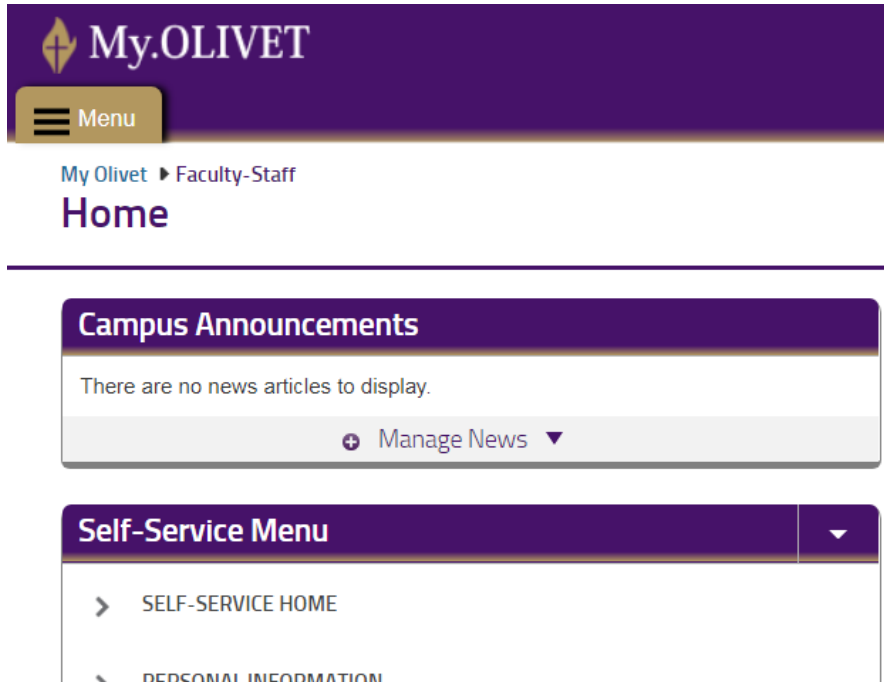
Academics

- Grades

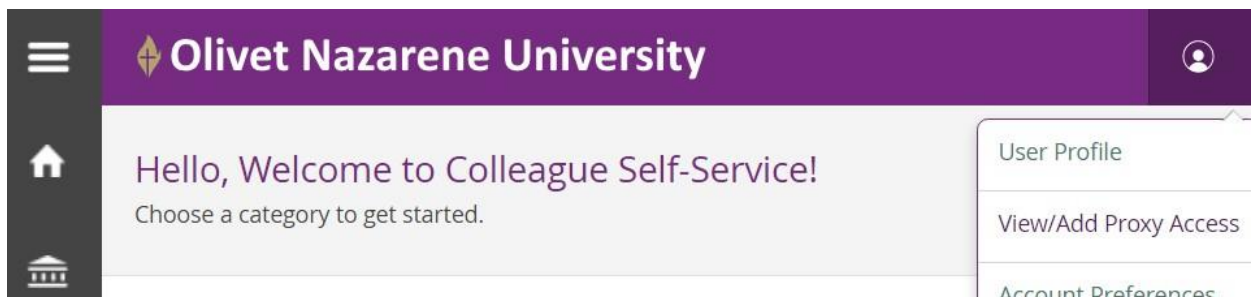
This proxy designation does not take the place of the protections afforded to the student under the Family Educational Rights and Privacy Act (FERPA). Release of a student's non-directory educational records, including to parents and designated proxies, is limited to what the student authorizes through the proxy process or other explicit written consent.

Instructions for the Student

The designation of a proxy is done via the User Options in Self-Service. Go to My.Olivet, locate the “Self-Service Menu” near the top left, and click on “Self-Service Home.”



Click on the person icon or your name near the top right and then “View/Add Proxy Access.”



Click on the drop-down arrow to select a proxy, and then click on the name of the person you want to grant proxy access to your information. The people that you will have to choose from are individuals that are associated with your record, and have an email address, in our university database.

View/Add Proxy Access

i If the "Select a Proxy" drop-down below does not list the person you wish to add, please contact the [Office of the Registrar](#) using your ONU email account. You will need to provide them with the proxy's first and last (legal) name, email address, city and state of residence, and their relationship to you. Staff members may ask for additional information to help them identify the appropriate person in our database.

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

Please Select ▾

If you would like to give proxy access to someone who is not listed, please contact the Office of the Registrar at registrar@olivet.edu using your ONU email account. You will need to provide them with the proxy's first and last (legal) name, email address, city and state of residence, and their relationship to you. Staff members may ask for additional information to help them identify the appropriate person in our database.

When adding the proxy, please confirm that the email address is correct since that is where his/her username and password will be sent. If it is not correct, please contact the Office of the Registrar and wait for the address to be corrected.

Choose the desired access for the proxy, read the “Disclosure Agreement,” click the authorization check box, and click “Save.”

Access

Allow Complete Access

Allow Select Access

Student Finance ⓘ

Account Activity

Account Summary

Make a Payment

General ⓘ

Notifications

Tax Information ⓘ

Tax Information

Financial Aid ⓘ

Offer Letter

Financial Aid Home

Correspondence Option

My Awards

FA Required Documents



Satisfactory Academic Progress

College Financing Plan

Academics ⓘ

Grades

When you successfully designate someone as your proxy, you will see this screen:

Active Proxies			
Name	Proxy Access	Relationship	Effective Date
 Carol Jones	Student Finance Financial Aid General	Parent	11/3/2017 

The proxy user will receive an email message letting them know they have been granted proxy access. The message will include the URL of the Self-Service site. If they do not already have an account, they will also receive a login name followed by a separate email message with a password.

Instructions for the Proxy

Login to Self-Service at <https://selfservice.olivet.edu/Student> using your ONU username. If you do not have a username, you will be (or already have been) sent one via email. Your proxy username is “px” followed by a seven-digit number, px1234567, for example. You will also be (or have been) sent a temporary password that you will be required to change upon login.

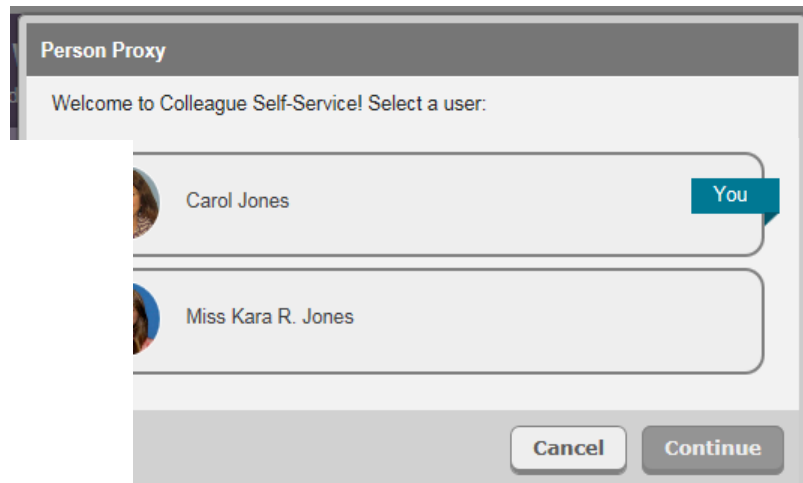


Sign In

User name

Password

Once you log in, you will have the option to view either your information or the student’s information. Make sure to select the student’s information. Click “Continue.”



After selecting the student, you will be able to see what access your student has granted you. If you are a proxy to more than one student and/or also an ONU student or faculty/staff member, you may switch to your own or another self-service account by selecting “Change User” on the green bar at the top of your proxy session.



Frequently Asked Questions

Q. My mother is already my proxy. My brother is now a student here also. Will my mother automatically have access to my brother's information also?

A. No, your brother will need to access his own User Profile in Self-Service and designate your mother as his proxy. Once proxy access has been granted by him, your mother can use the same username and password to access his information also.

Q. My proxy forgot her password. What does she need to do?

A. You will need to open an IT Help Desk ticket by following the instructions below:

1. Go to <https://it.olivet.edu> and click "Get Help"
2. Click "Report an Incident" Be sure to include the proxy's username (px_) in the ticket.