Person Proxy Information

General Proxy Information

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 pages listed below.   A student can designate complete access or restrict access to certain pages. Additional areas of access may be added in the future.

Student Finance (all or the following individual pages)
- Account Activity/View Statement
- Make a Payment
- Account Summary

General
- Notifications
- Tax Information

Financial Aid (all or the following individual pages)
- Financial Aid Home
- Offer Letter
- 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 and click on "Click Here to Access Self-Service."
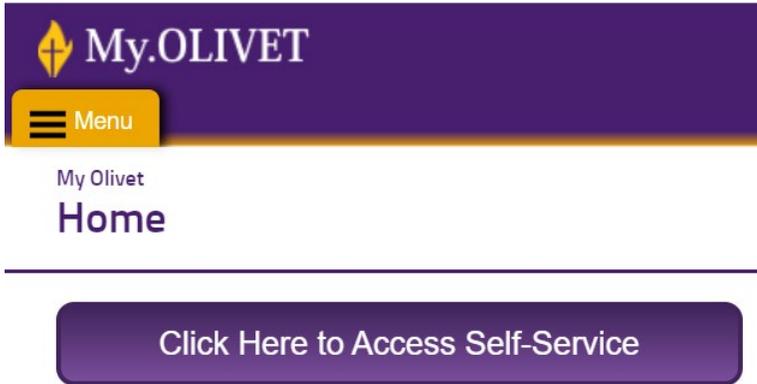
Click on the person icon or your name near the top right and then "View/Add Proxy Access."
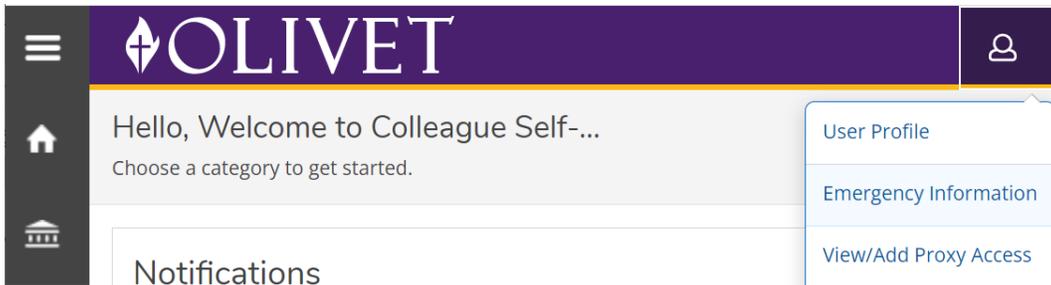
Click on the drop-down arrow to select a proxy, and then click on the name of the person to whom you want to grant proxy access. The people that you will have to choose from are individuals that are associated with your record and have an email address in our university database.

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, street address, city, state of residence, zip code, and their relationship to you. Staff members may ask for additional information to help them identify the appropriate person in our database.

Self-Service credentials will be sent to your proxy using the email address below. Please verify with your proxy that the email address is correct. If it is not, contact the Office of the Registrar and make sure the change is made before you add them.

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** ⓘ	☐ **Financial Aid** ⓘ
☐ Make a Payment	☐ Offer Letter
☐ Account Summary	☐ College Financing Plan
☐ Account Activity	☐ Correspondence Option
	☐ My Awards
	☐ Satisfactory Academic Progress
	☐ FA Required Documents
	☐ Financial Aid Home

☐ **General** ⓘ	☐ **Academics** ⓘ
☐ Notifications	☐ Grades

☐ **Tax Information** ⓘ
☐ Tax Information

Disclosure Agreement

I understand that anyone I add as a proxy will be able to see any information on the screens 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 university personnel to discuss details regarding any access I have given above 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**

When you successfully designate someone as your proxy, you will see a page similar to this:

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 ONU account, they will also receive a login name followed by a separate email message with a password.
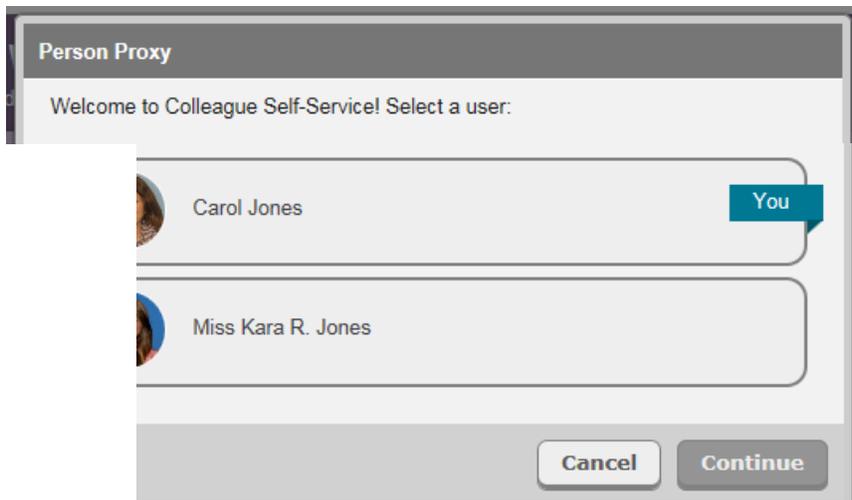

Instructions for the Proxy

Login to Self-Service at https://selfservice.olivet.edu/ using the username in the email you received about your proxy access. If you had a previous ONU username and have forgotten your password, you will need to contact the ONU IT Help Desk at it@olivet.edu or 815-939-5302 to request that it be reset.

If you did not previously have a username, there will be a new username in the proxy email. Your proxy username is "px" followed by a seven-digit number, px1234567, for example. You will also receive a temporary password that you will be required to change upon login.
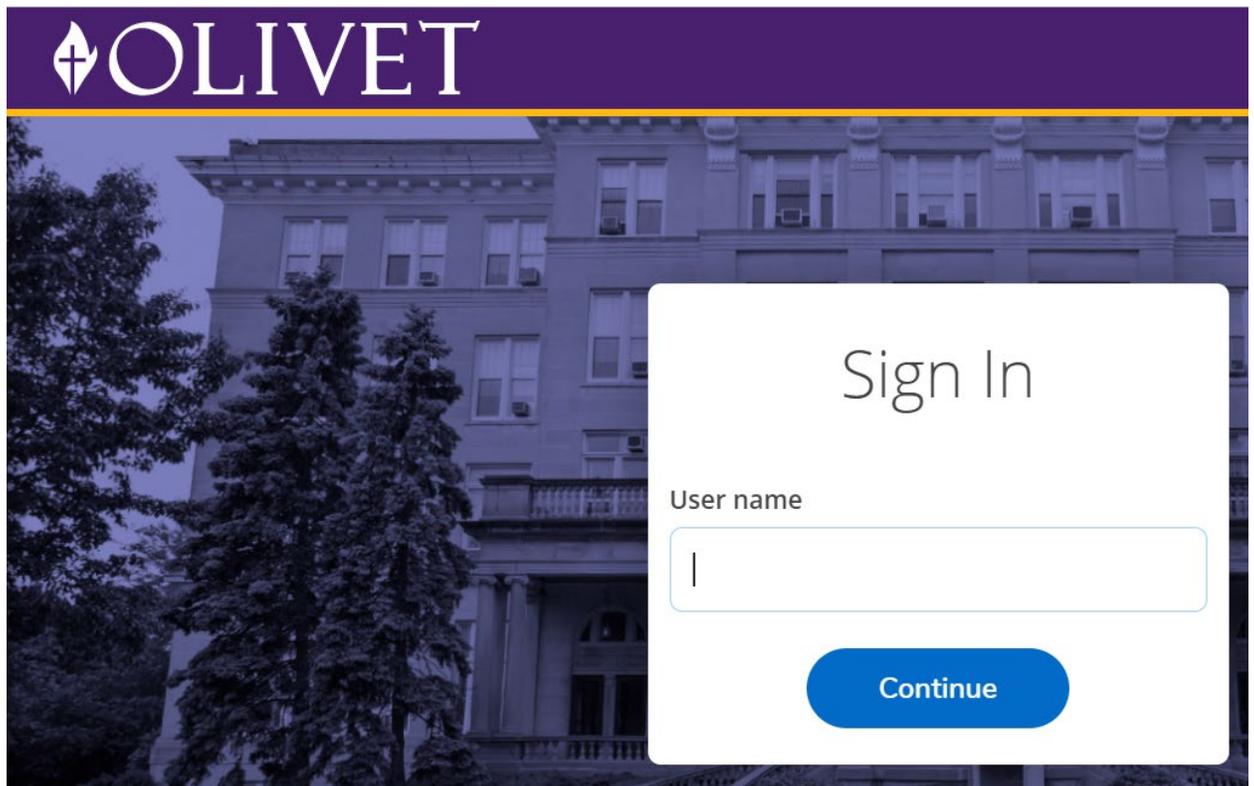
Once you log in, you will have the option to view either your information or the student's information. Make sure to select the student's information. Click "Continue."

Person Proxy

Welcome to Colleague Self-Service! Select a user:

Carol Jones   You

Miss Kara R. Jones

Cancel   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 bar at the top of your proxy session.

Carol Jones acting on behalf of Kara Jones   Change User

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 his password. What does he need to do?

A. You will need to contact the IT Help Desk through email at it@olivet.edu or via phone at 815-939-5302. Please let them know your name, the name of your proxy, and that you need their password reset.