

Person Proxy allows you to assign permissions to someone, typically a parent or guardian, allowing them to view your information in Self Service. Students can choose to grant the proxy access to view information on student finance, financial aid, and/or academics.

To View and/or Add Proxy Access

To view current proxy access or add a new proxy, the student logs in to Self-Service (in Buff Advisor, click the “Student Planning” link; it takes you to Self-Service).

Once in Self-Service, click on the down arrow next to your name. A pop-up box opens. Click on “View/Add Proxy Access”.

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Academics · Student Planning · Planning Overview

This is the test account.

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

- 1** View Your Progress
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- 2** Plan your Degree & Register for Classes
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

If you already have someone tied to your account with access, they will appear under “Active Proxies”. You can edit the permissions for the active proxies by clicking on the pencil icon on the right.

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User Options · View/Add Proxy Access

This is the test account.

View/Add Proxy Access

Granting Proxy Access means you - the student - are granting another person the power or authority to view your information. Your proxy will have limited ability to take actions on your behalf. Currently, making a payment must be done through the TouchNet website link and proxy (parent) access must be set up separately with Touchnet.
Instructions for the Proxy process can be found on the Registrar's Website [Creating A Person Proxy in Self-Service](#).

Name	Proxy Access	Relationship	Effective Date	
	Student Finance, Financial Aid, General, Academics, Tax Information	Parent	8/12/2024	

Add a Proxy

If the person you want to grant access to is already listed, click on their name and you will get the popup box to grant access. For individuals not already listed in the dropdown box, you can choose to "Add another user".

Select a Proxy

Please Select

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A pop-up box opens, showing current access; you can make changes here. Click “Save” to save your changes and go back to the main window.

Edit Proxy Details

Name Dr. Patricia

Email Address [Redacted] Relationship Parent

Access

Allow Complete Access

Allow Select Access

Remove All Access

Student Finance ⓘ

Financial Aid ⓘ

Account Activity

Offer Letter

Account Summary

Checklist

Make a Payment

My Awards

FA Outside Awards

FA Required Documents

Satisfactory Academic Progress

College Financing Plan

Cancel Save

If you want to add a new proxy, there is a dropdown box under the heading “Add a Proxy”. If you already have individuals tied to your records in the student system, their names will appear in the dropdown. You can click on that name to add permissions.

Add a Proxy

ⓘ If the person you want to grant access to is already listed, click on their name and you will get the popup box to grant access. For individuals not already listed in the dropdown box, you can choose to “Add another user”.

Select a Proxy

Please Select

James R

Add Another User

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On this screen, you choose what type of permission you want to grant to this person and check the box authorizing West Texas A&M University to provide this person access to your information. Then click “Save”.

Email Address [Redacted] Relationship Parent

Access

Allow Complete Access

Allow Select Access

Remove All Access

Student Finance ⓘ

Financial Aid ⓘ

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FA Required Documents

Satisfactory Academic Progress

College Financing Plan

General ⓘ

Academics ⓘ

Notifications

Grades

Tax Information ⓘ

Tax Information

ⓘ You must give your consent to the disclosure agreement.

If the person you want to grant access to is not in the dropdown, you can choose "Add Another User".

WEST TEXAS A&M UNIVERSITY

User Options | View/Add Proxy Access

This is the test account.

View/Add Proxy Access

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Active Proxies

Name	Proxy Access	Relationship	Effective Date
[User Icon]	Student Finance, Financial Aid, General, Academics, Tax Information	Parent	8/12/2024

Add a Proxy

If the person you want to grant access to is already listed, click on their name and you will get the popup box to grant access. For individuals not already listed in the dropdown box, you can choose to "Add another user".

Select a Proxy

- Please Select
- Please Select
- Add Another User**

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A new section opens to add the information for your new proxy user. Required information is marked with a red *.

Select a Proxy

Add Another User

First Name * This field is required.

Last Name * This field is required.

Email Address * This field is required.

Confirm Email Address * This field is required.

Relationship * This field is required.

Access *

Allow Complete Access

Allow Select Access

Remove All Access

Student Finance ⓘ

Account Activity

Account Summary

Make a Payment

Financial Aid ⓘ

Offer Letter

Checklist

My Awards

FA Outside Awards

FA Required Documents

Satisfactory Academic Progress

College Financing Plan

General ⓘ

Notifications

Academics ⓘ

Grades

Tax Information ⓘ

Tax Information

You must give your consent to the disclosure agreement.

Disclosure Agreement

In compliance with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), West Texas A&M University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid and other student record information. This restriction applies, but is not limited to, your parents, your spouse, or a sponsor.

You may, at your discretion, grant the University permission to release information about your student records to a third party. By choosing to add a proxy and granting them access, you are authorizing the University to provide your proxy with a username and password so they can have access to your specified information. This permission has no expiration date but you may revoke your authorization at any time by removing the proxy permissions.

I authorize the institution to disclose my information to this party

Once the information is entered, choose the type of access you want to allow. You can allow “Complete Access,” or choose “Select Access” and then mark the specific options below.

Access *

Allow Complete Access

Allow Select Access

Access *

Allow Complete Access

Allow Select Access

<input checked="" type="checkbox"/> Student Finance ⓘ	<input checked="" type="checkbox"/> Financial Aid ⓘ
<input checked="" type="checkbox"/> Account Activity	<input checked="" type="checkbox"/> Offer Letter
<input checked="" type="checkbox"/> Account Summary	<input checked="" type="checkbox"/> Checklist
<input checked="" type="checkbox"/> Make a Payment	<input checked="" type="checkbox"/> My Awards
	<input checked="" type="checkbox"/> FA Outside Awards
	<input checked="" type="checkbox"/> FA Required Documents
	<input checked="" type="checkbox"/> Satisfactory Academic Progress
	<input checked="" type="checkbox"/> College Financing Plan
<input type="checkbox"/> General ⓘ	<input type="checkbox"/> Academics ⓘ
<input type="checkbox"/> Notifications	<input type="checkbox"/> Grades
<input checked="" type="checkbox"/> Tax Information ⓘ	
<input checked="" type="checkbox"/> Tax Information	

The final step is to click the box authorizing the University to grant the requested access to your information. Then click “Submit”.

Disclosure Agreement

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I authorize the institution to disclose my information to this party

Cancel

Save

If the new person you added does not already have a record in the student system, a record is created, and they are sent an email with their proxy information, including a personal username and instructions on how to activate their account to log in to view your information.

If there is an existing record in the system that matches or is a possible match, the Office of the Registrar is notified and will review the information you submitted in order to match the record and process it. Once processed, an email is sent to the proxy.