Once a student has added proxy access to their information in Self-Service, the proxy will receive an email which provides them with information on how to activate their new username and how to access the information.

The link to access Self-Service is https://sss.wtamu.edu

When the Proxy logs in, they will see a screen identifying them and then the individual(s) for whom they have Person Proxy access. Click on the student (NOT yourself) you want to access and then click

"Continue".

come to Colleague Self-Servic	e! Select the person's accou	nt you want to view:		
Tana				Yo
Sierra N. Miller				
			C	ancel Contin

The green bar at the top indicates you are acting on the behalf of your student. While in Self Service at this point, you will only see information that the student has granted you access to view. In this picture, the student has granted the ability to view everything that is available (Student Finance, Financial Aid

and Grades).

=	West Texas AaM	Sterra Miller	😣 Sign out	? Help
<b>↑</b>	Taria Miller acting on behalf of Serra Miller Change Usor			
•	Hello, Welcome to Colleague Self-Service! Crosses a category to get started.			
	Student Finance     Here you can very your latest statement and make a payment online.     Einancial Aid     Here you can very your latest statement and make a payment online.			
	Grades Here you can vew your grades by term.			
Discover the BUFF in You 0 2009-2019 Educan Company Lift and its affliates. All rights reserved Image				

If you click on "Student Finance", you will get a screen that shows more details on your student's account. In this example, there are no account balances to pay but you can click on the term to see the full bill with charges, financial aid (if any is posted), payments, etc.





In the Financial Aid module, you can see the award year along with the Financial Aid Checklist and what items may still be needed to complete the process.

Tana Miller acting on behalf of Sierra Miller Change User Change User								
Financial Information v Financial Aid v Financial Aid Home								
Welcome to Financial Aid!								
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.								
s	elect an Award Year:	2016/2017 Academic Year 👻	Contact Financial Aid Office					
Vour most recent Satisfactory Academic Progress (SAP) evaluation has a(n) SATISFACTORY status. Please contact your Financial Aid Counselor if you need further assistance.								
Financial Aid Checklist Complete! Congratulations! You've completed your Financial Aid checklist. You successfully completed all the items on your Financial Aid checklist.								
Checklist			Resources					
0	Completed	Submit a Free Application for Federal Student Aid (FAFSA)	Form Links					
0	Completed	Complete required documents	Verification Worksheet 18					
0	Completed	Your application is being reviewed by the Financial Aid Office	Sibling/Spouse Verification 18					
0	Completed	Review and accept your. Financial Aid Award Package	Dependent Income Exp Form 18					
0	Completed	Complete Direct Loan Entrance Counseling Texas Certification Form 18						

Once you are done acting on behalf of your student, you can either click "Change User" on the green bar at the top and choose another one of your students or yourself if you have a WTAMU affiliation. If not, Click "Sign Out".

Financial Inform

Welcome to

f