

Once a student has added proxy access to their information in Self-Service, the proxy will receive an email which provides them with a link for accepting the invitation. Example form below:

The screenshot shows a web browser window with the URL <https://sss.wtamu.edu/Student/ProxyRegistration>. The page header features the West Texas A&M University logo. The form is titled "Proxy Registration" and contains several fields with red error messages indicating required information:

- First Name ***: "First Name" (This field is required.)
- Middle Name**: "Middle Name"
- Last Name ***: "Last Name" (This field is required.)
- Suffix**: "Please Select" (dropdown menu)
- Former First Name**: "Former First Name"
- Former Middle Name**: "Former Middle Name"
- Former Last Name**: "Former Last Name"
- Email Address ***: "Email Address" (This field is required.)
- Confirm Email Address ***: "Email Address" (This field is required.)
- Phone**: "Phone"
- Phone Extension**: "Phone Extension"
- Birth Date ***: "MM/yyyy" (This field is required.)
- Gender**: "Please Select" (dropdown menu)
- SSN**: "XXX-XX-XXXX"
- Confirm SSN**: "XXX-XX-XXXX"
- Invitation Code ***: "Invitation Code"

At the bottom of the form are "Cancel" and "Submit" buttons.

After accepting the invitation, the proxy will receive a second email letting you know you now have access to the account. This email will include your username. You will then need to wait approximately 3 hours after receiving this email to go to the following website link to activate your account and create your unique password.

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".

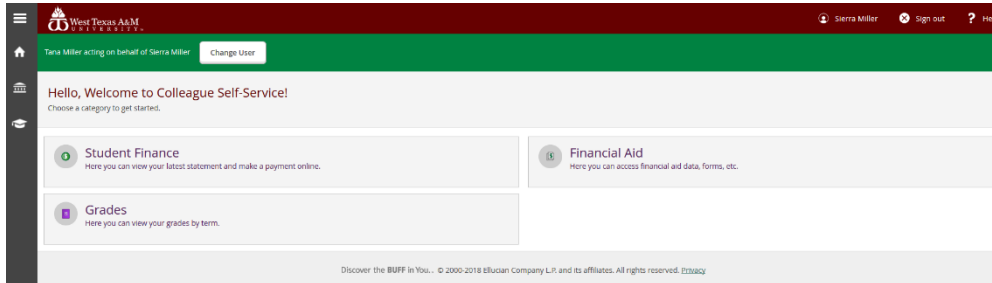
The screenshot shows a "Person Proxy" window with the text "Welcome to Colleague Self-Service! Select the person's account you want to view:". There are two user entries, each with a profile picture and a name:

- Tana**: A button labeled "You" is next to this entry.
- Sierra N. Miller**

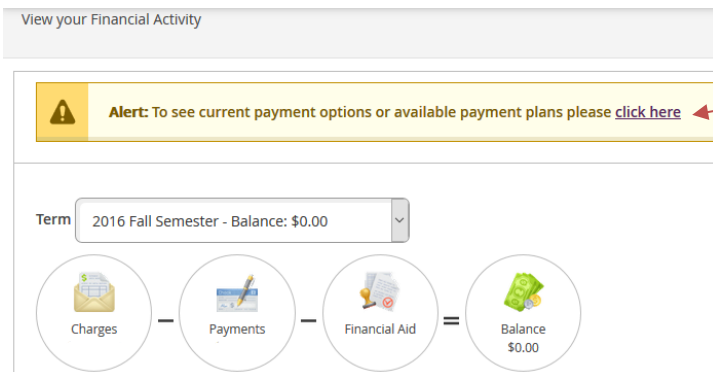
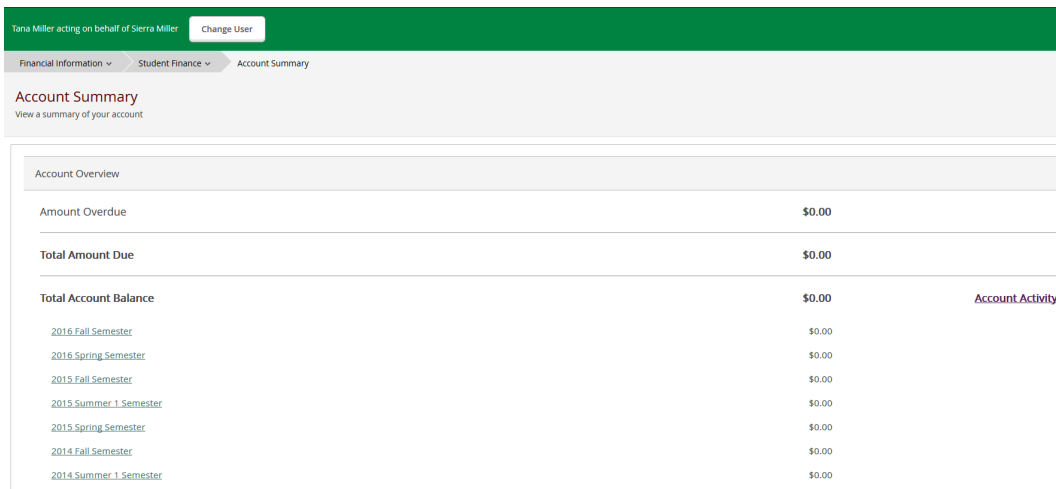
At the bottom right of the window are "Cancel" and "Continue" buttons.

NOTE: If this popup isn't automatic, click on your username in the upper right to get the user menu and then you can choose "Change Proxy User" and this box should then pop up for you.

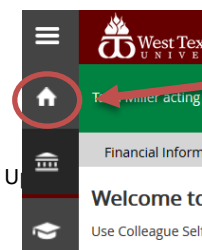
The green bar at the top indicates you are acting on the behalf of your student. While in Self Service at this point, you will only see information that the student has granted you access to view. In this picture, the student has granted the ability to view everything that is available (Student Finance,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



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.



PLEASE NOTE: The “click here” link in Person Proxy does not work correctly. Your student must set up separate access in TouchNet to provide a separate username and password for that website and process since it is through a third party vendor.



Click the home button to go back to the main menu.

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

Financial Information

Financial Aid

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.

Select an Award Year:

2016/2017 Academic Year

Contact Financial Aid Office

✓ Your 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		
✓	Completed	Submit a Free Application for Federal Student Aid (FAFSA)
✓	Completed	Complete required documents
✓	Completed	Your application is being reviewed by the Financial Aid Office
✓	Completed	Review and accept your Financial Aid Award Package
✓	Completed	Complete Direct Loan Entrance Counseling

Resources
Form Links
Verification Worksheet 18
Sibling/Spouse Verification 18
Dependent Income Exp Form 18
Independent Income Expense 18
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”.