

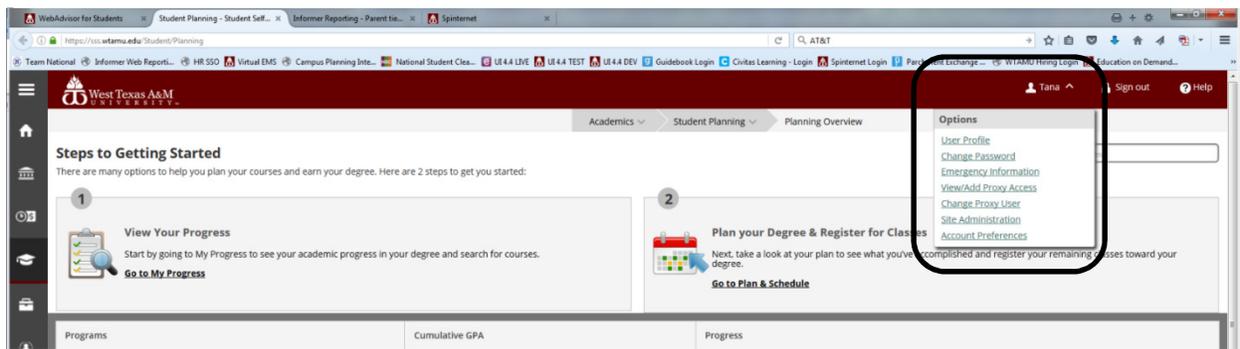
Person Proxy allows you to assign permissions to someone, typically a parent or guardian, allowing them to view your information in Self Service. Currently, proxies can make a payment to accounts on behalf of a student.

Ability to view a student's financial aid awards will be coming in Spring 2017. Ability to view grades and student progress toward an undergraduate degree is coming in late 2017.

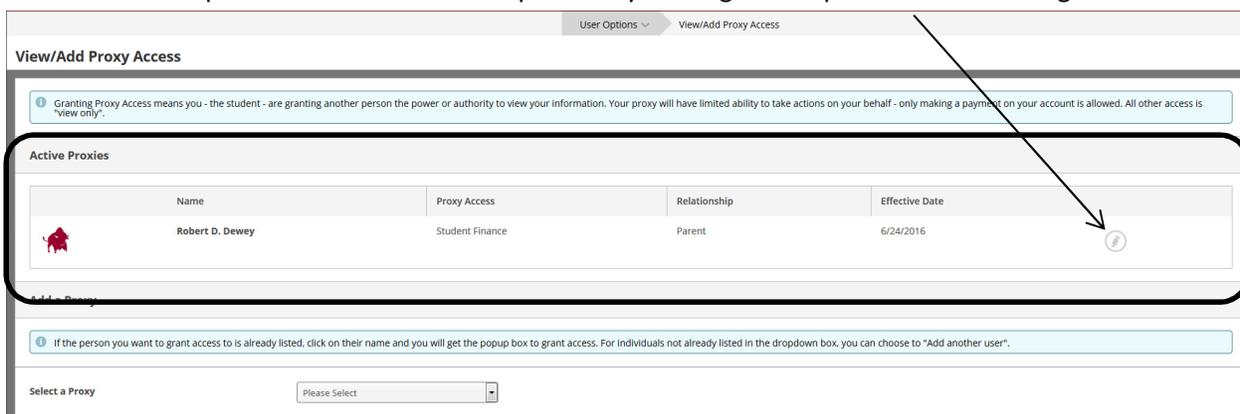
To View and/or Add Proxy Access

To view current proxy access or to add a new proxy, the student logs into Self-Service (in Buff Advisor, click on the "Student Planning" link. It takes you to Self-Service.)

Once in Self-Service, Click on the down arrow next to your name. A popup box opens. Click on "View/Add Proxy Access".



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



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

Edit Proxy Details

Name: Robert D. Dewey

Email Address: tjmiller1@buffs.wtamu.edu

Relationship: Parent

Access:

- Allow Complete Access
- Allow Select Access
- Remove All Access

Student Finance: Select All

Account Activity:

Account Summary:

Make a Payment:

Buttons: 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 name will be listed in the dropdown. You can click on that name to add permissions.

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 - only making a payment on your account is allowed. All other access is “view only”.

Active Proxies

Name	Proxy Access	Relationship	Effective Date
Robert D. Dewey	Student Finance	Parent	6/24/2016

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, Alta M. Dewey, 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”.

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: Alta M. Dewey

Email Address: tjmiller@wtamu.edu

Relationship: Parent

Access:

- Allow Complete Access
- Allow Select Access

Student Finance: Select All

Account Activity:

Account Summary:

Make a Payment:

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.

authorize the institution to disclose my information to this party

Buttons: Cancel, Save

If the person you want to give access is not included in the dropdown box, you can choose “Add Another User”.

View/Add Proxy Access

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Active Proxies

Name	Proxy Access	Relationship	Effective Date
Robert D. Dewey	Student Finance	Parent	6/24/2016

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
- Alta M. Dewey
- Add Another User

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A new section opens up to add the information for your new proxy user. Information that is required is marked with a red *.

Select a Proxy

First Name *

Middle Name

Last Name *

Suffix

Former First Name

Former Middle Name

Former Last Name

Email Address *

Confirm Email Address *

Email Type *

Phone

Phone Extension

Birth Date *

Gender

SSN

Confirm SSN

Relationship *

Access *

Add Another User

First Name

Middle Name

Last Name

Please Select

Former First Name

Former Middle Name

Former Last Name

Email Address

Email Address

Please Select

Phone

Phone Extension

M/d/yyyy

Please Select

SSN

SSN

Please Select

Allow Complete Access

Allow Select Access

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

Access * Allow Complete Access Allow Select Access

Student Finance	Select All <input type="checkbox"/>
Account Activity	<input type="checkbox"/>
Account Summary	<input type="checkbox"/>
Make a Payment	<input type="checkbox"/>

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

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 authorize the institution to disclose my information to this party

Cancel

Submit

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 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.