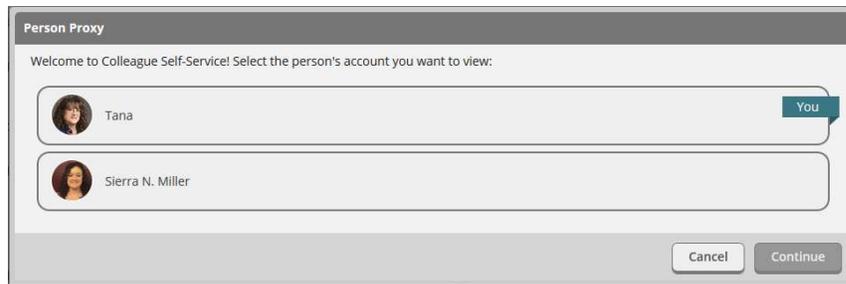


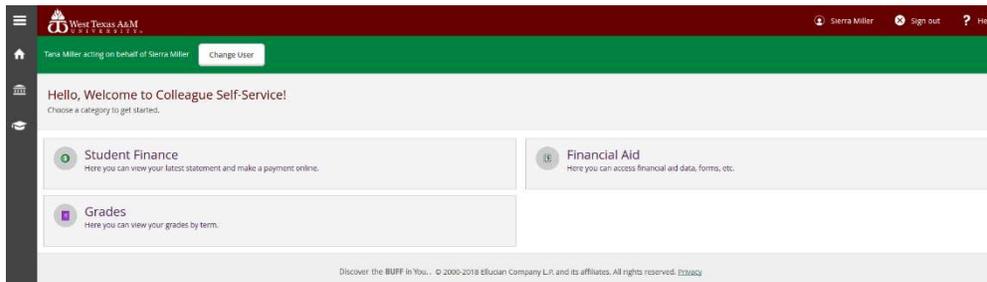
Once a student has added proxy access to their information in Self-Service, the proxy will receive an email which provides them with information on how to activate their new username and how to access the information.

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".

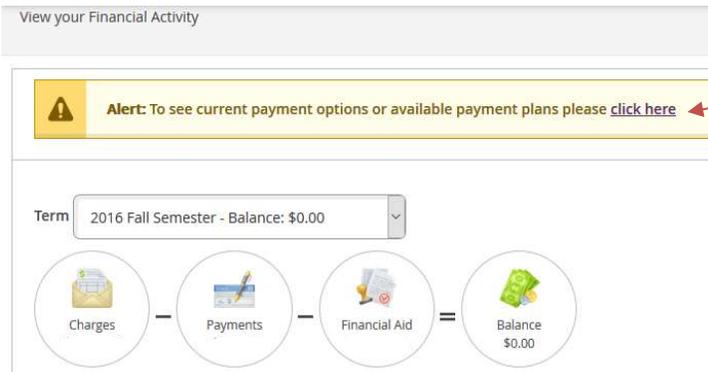


The green bar at the top indicates you are acting on the behalf of your student. While in Self Service at this point, you will only see information that the student has granted you access to view. In this picture, the student has granted the ability to view everything that is available (Student Finance,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

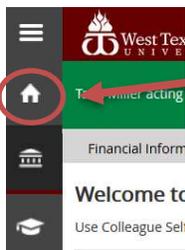


If you click on "Student Finance", you will get a screen that shows more details on your student's account. In this example, there are no account balances to pay but you can click on the term to see the full bill with charges, financial aid (if any is posted), payments, etc.

Account Overview	
Amount Overdue	\$0.00
Total Amount Due	\$0.00
Total Account Balance	\$0.00 Account Activity
2016 Fall Semester	\$0.00
2016 Spring Semester	\$0.00
2015 Fall Semester	\$0.00
2015 Summer 1 Semester	\$0.00
2015 Spring Semester	\$0.00
2014 Fall Semester	\$0.00
2014 Summer 1 Semester	\$0.00

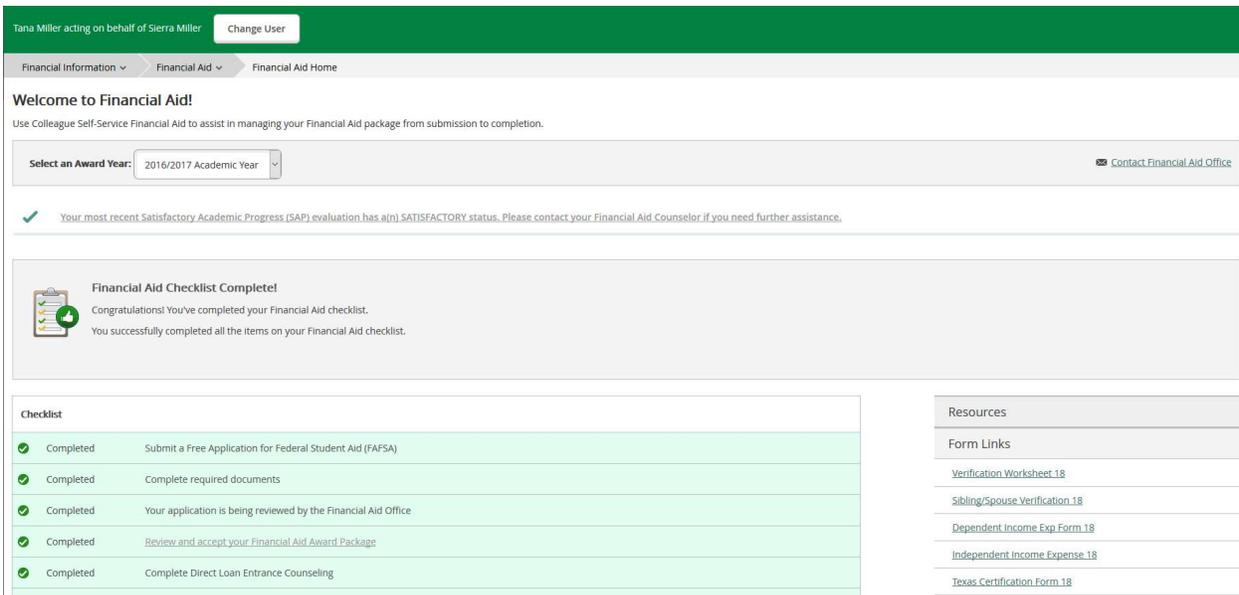


PLEASE NOTE: The “click here” link in Person Proxy does not work correctly. Your student must set up separate access in TouchNet to provide a separate username and password for that website and process since it is through a third party vendor.



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.



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”.