

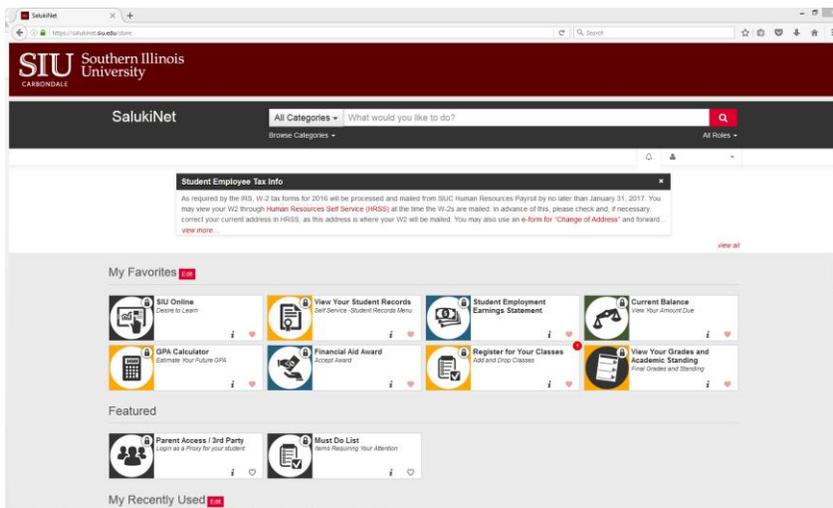
SalukiNet: Set Up Proxy

Set Up Proxy – Student Instructions

Instructions for students to set up a Proxy in SalukiNet are provided in this document. This process allows you to manage user ID's so parents, or anyone else that you would like to authorize, can make a Bursar bill payment, add funds to your Debit Dawg account, review Financial Aid, course schedule or grades, etc.

Navigate to the Proxy Management Page

1. To begin, login to your SalukiNet account and search for Proxy User Management.

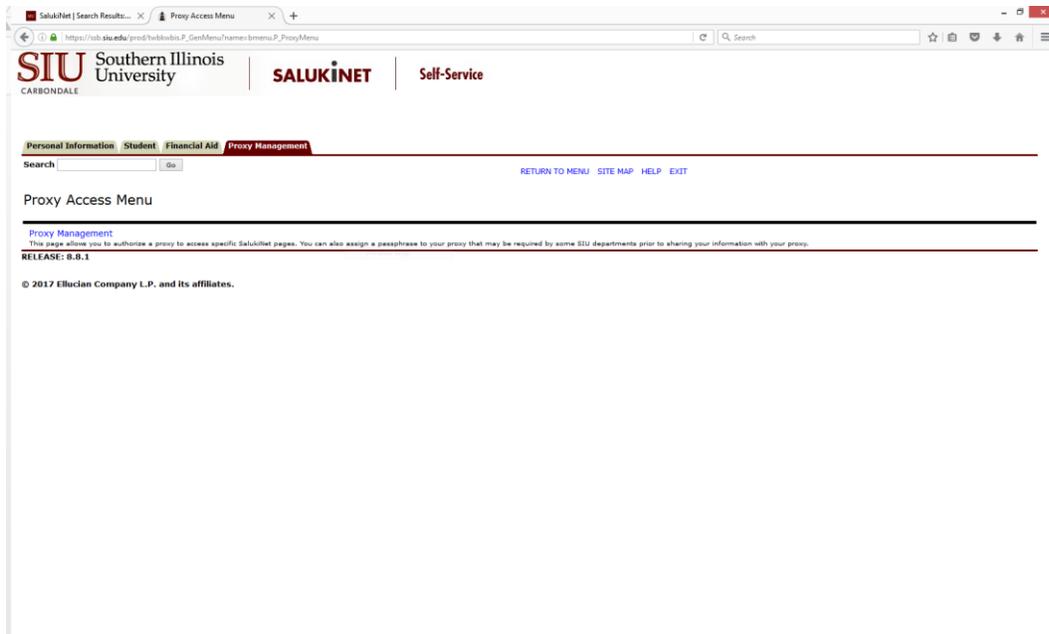


Note: Your search may supply you with various options, however this is the tab that you will need to click on:

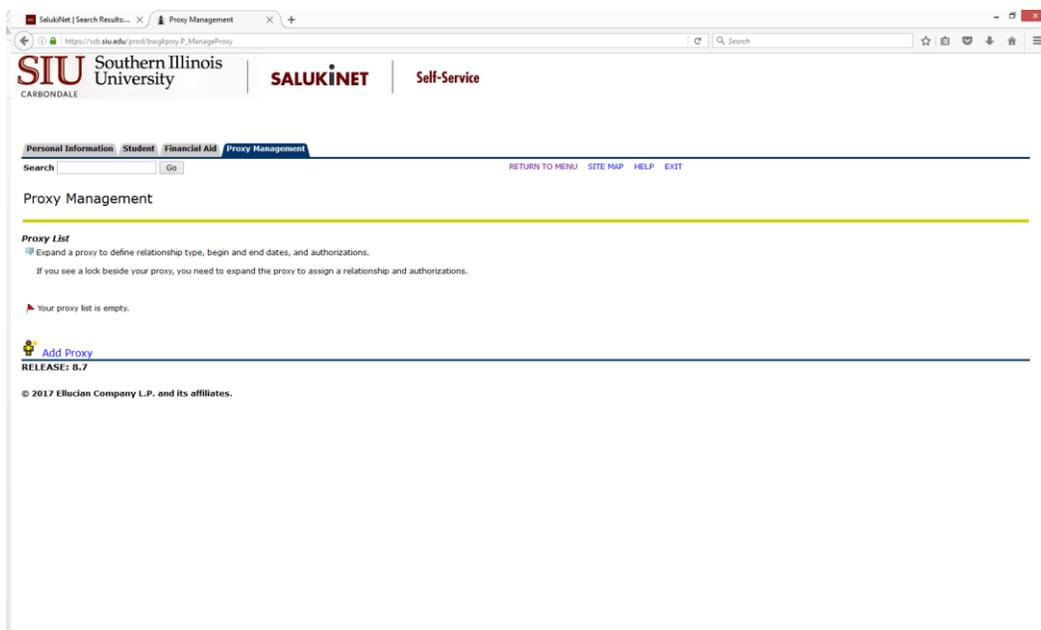


If you click the '♥' icon, this will save this tab to your main SalukiNet page and you will not have to search for it again.

2. Click on Proxy Management.

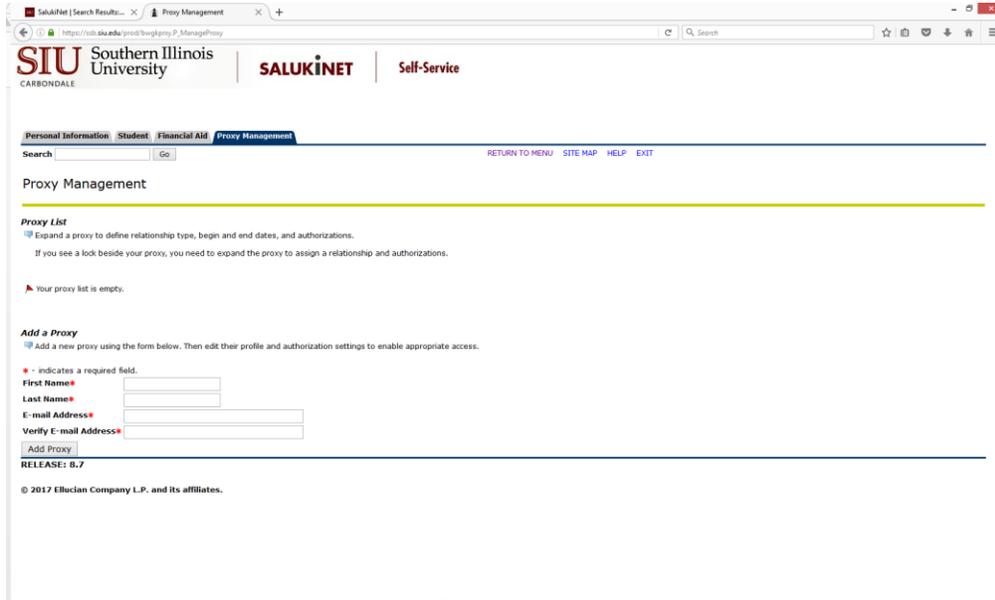


3. This page contains your Proxy List. You will use this page to add, modify or revoke proxy access.



Add Proxy

1. To begin, click the **Add Proxy** link at the bottom of the Proxy List. Clicking that link displays a list of fields that you are required to populate. Enter the required information.



The screenshot shows a web browser window with the URL https://rob.siu.edu/prod/bwipgmy_P_ManageProxy. The page header includes the SIU logo and navigation links for SALUKINET and Self-Service. The main navigation bar has tabs for Personal Information, Student, Financial Aid, and Proxy Management. Below the navigation is a search bar and a 'Go' button. The page title is 'Proxy Management'. Under the 'Proxy List' section, there is a message: 'Your proxy list is empty.' Below this is the 'Add a Proxy' section, which includes instructions and a form with the following fields: First Name, Last Name, E-mail Address, and Verify E-mail Address. Each field has a red asterisk indicating it is required. At the bottom of the form is an 'Add Proxy' button. The footer of the page contains the text 'RELEASE: B,7' and '© 2017 Ellucian Company L.P. and its affiliates.'

2. Click the Add Proxy button at the bottom of the page.

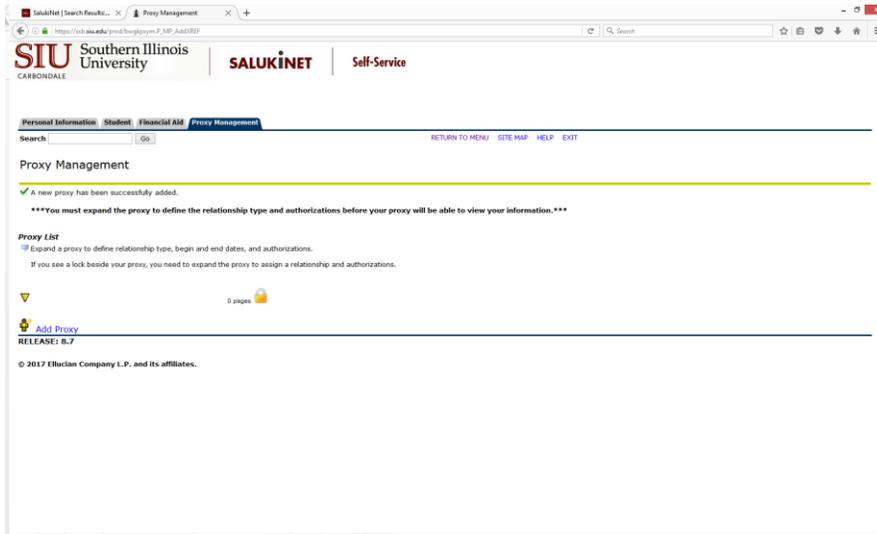
Note: An email is automatically generated and sent to you and the person you've entered as Proxy, immediately after you click the button.

To confirm the addition, a message appears on the page... "A new proxy has been successfully added."

IMPORTANT: DO NOT STOP HERE! The next step is to define the relationship type and authorizations. This step must be completed in order for your proxy to be able to view your information.

Define Relationship Type and Authorization

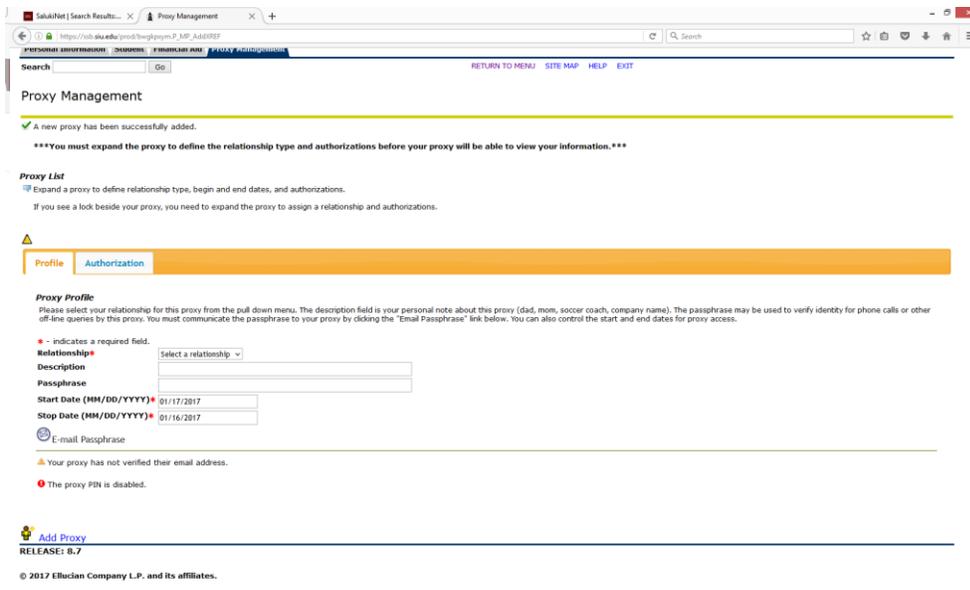
1. Locate the proxy you just added in your Proxy List.



– For privacy reasons the proxy’s last name and email have been blocked.

– The lock icon , appearing after the Proxy’s name, indicates no Relationship and no Authorizations have been applied to this proxy.

2. Click the respective Down Arrow ▼ to define the proxy’s relationship and authorizations. That action expands the page to show two tabbed regions: Profile and Authorization.



Under Profile you are required to select a relationship. Click the Down Arrow for the Relationship field and select “Proxy Access”. (This is the only option you have for a Relationship).

* - indicates a required field.

Relationship*

Description

Passphrase

Start Date (MM/DD/YYYY)*

Stop Date (MM/DD/YYYY)*

 E-mail Passphrase

3. Next, enter a Description (optional). **Note:** The description identifies the person, as mom, dad, coach, etc. **Also optional:** enter a Passphrase. This phrase may be used to verify identity for phone calls or other off-line queries by this proxy.

The Start Date and the End Date will populate automatically. Review and change these, as needed.

IMPORTANT: You must communicate the passphrase to your proxy by clicking the  E-mail Passphrase link located beneath the fields. An email notification will automatically be sent.

A confirmation will appear on your screen when the email is sent.

 E-mail message with passphrase has been sent to proxy.

4. Click the **Authorization Tab**. Here, you can select the information that your proxy can access.

Profile **Authorization**

Page Authorization
Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view these pages when they log in.  E-mail Authorizations

Account Information Check to Select or Deselect ALL items below.

- Make a Payment
- View Statement
- Installment Payment Plan
- View 1098T Tax Notification
- Debit Dawg Deposit

Financial Aid Check to Select or Deselect ALL items below.

- Award for Aid Year
- Eligibility
- Federal Shopping Sheet

Student Records Check to Select or Deselect ALL items below.

- Concise Student Schedule
- View Holds
- View Midterm Grades
- View Final Grades
- Select a Different Term

Note: Under Student Records, the checkbox for Select a Different Term is selected by default. This is necessary for your proxy to be able to look at information that is term-based, such as schedule of classes or grades.

IMPORTANT: There isn't a Save button for the Authorization options you choose. When you click on a selection, a checkmark appears and the action is saved automatically.

When finished, click the Collapse icon  in front of the proxy's name.

- Do you notice any changes on the Proxy List? The Lock icon is replaced with the # of pages accessible to the Proxy.
- To add another proxy, just click the Add Proxy link and complete the steps, as before.

- To end the session, click the “X” on the Proxy Management tab to close the page or just close your Browser.

Removing Proxy Authority

1. Navigate to the Proxy Management page.
2. Locate the proxy in the Proxy List. Click the expand icon ▼ for that proxy.
3. Under Profile, change the Stop Date or under Authorization, **uncheck** all accessible pages.