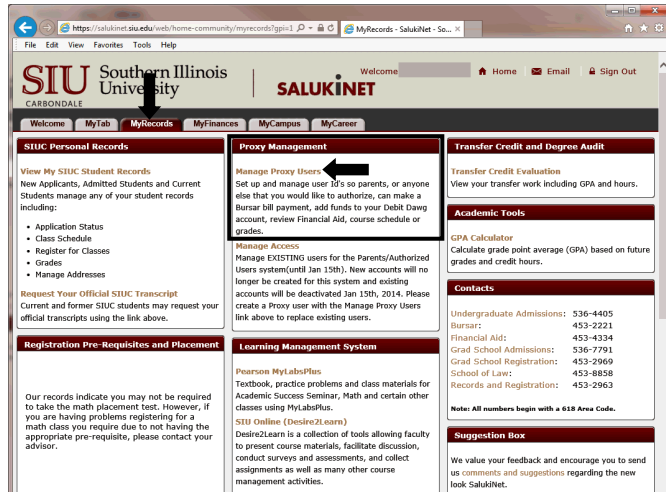


## Set Up Proxy – Student Instructions

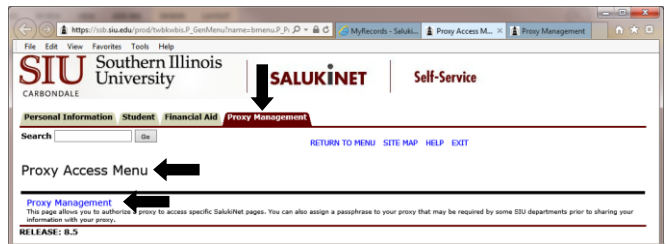
Instructions for students to set up a Proxy in SalukiNet are provided in this document. This process allows you to manage user ID's so parents, or anyone else that you would like to authorize, can make a Bursar bill payment, add funds to your Debit Dawg account, review Financial Aid, course schedule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

### Navigate to the Proxy Management Page

- To begin, login to your SalukiNet Account and click your **MyRecords** tab.
- The middle column of the My Records page contains a section called **Proxy Management**.
- Click the link, **Manage Proxy Users**.



- A Self-Service window appears with the **Proxy Management** tab open by default.
- On the left side of this page, you will see the “**Proxy Access Menu**”.
- The Menu contains a link called **Proxy Management**. Click that link.



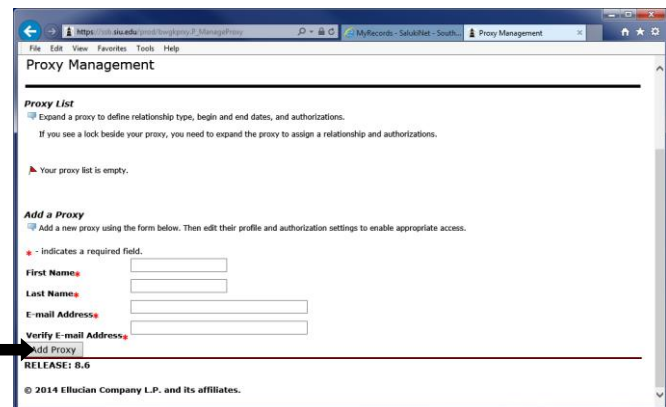
- The **Proxy Management** page opens.
- This page contains your Proxy List. You will use it to add, modify or revoke proxy access.



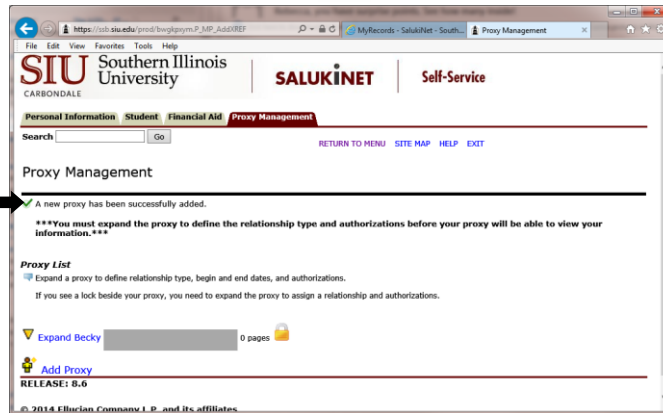
### Add Proxy

- 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.
- Then, select 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.





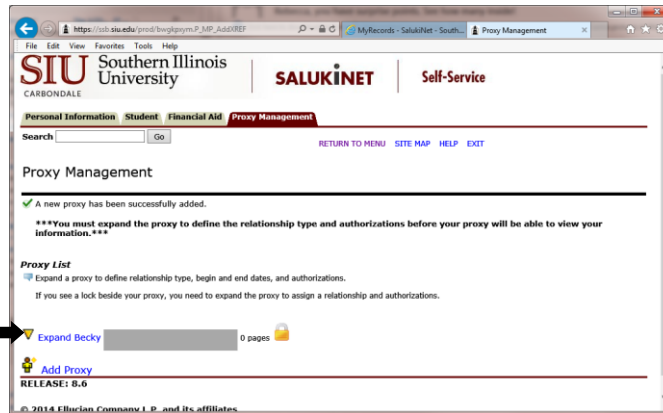
- To confirm the addition, a message appears on the page... **“A new proxy has been successfully added.”**



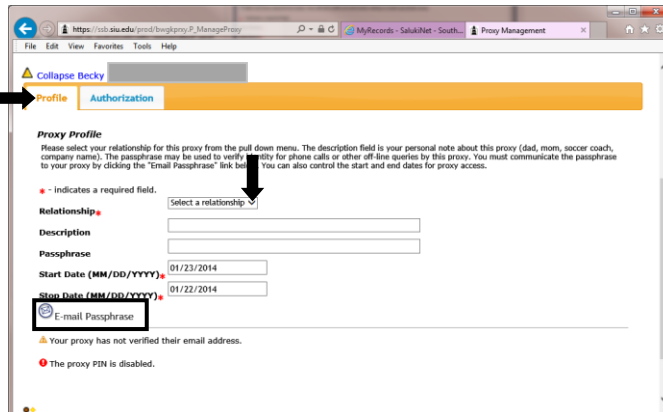
**IMPORTANT: DO NOT STOP HERE!** The next step is to define the relationship type and authorizations. This step must be completed in order for your proxy to be able to view your information.


## Define Relationship Type and Authorization

- 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.
- Click the respective Down Arrow  to define the proxy's relationship and authorizations.

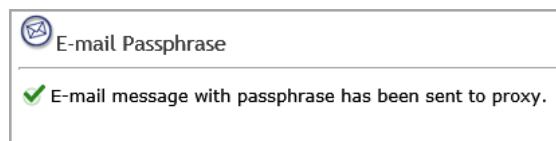


- That action expands the page to show two tabbed regions: **Profile** and **Authorization**.
- Under Profile you are required to select a relationship. Click the Down Arrow for the **Relationship** field and select **“Proxy Access”**.
  - This is the only option you have for a Relationship.
- Next, enter a **Description** (optional).
  - The description identifies the person, as mom, dad, coach, etc.
- If desired, enter a **Passphrase** (optional).
  - The passphrase 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.



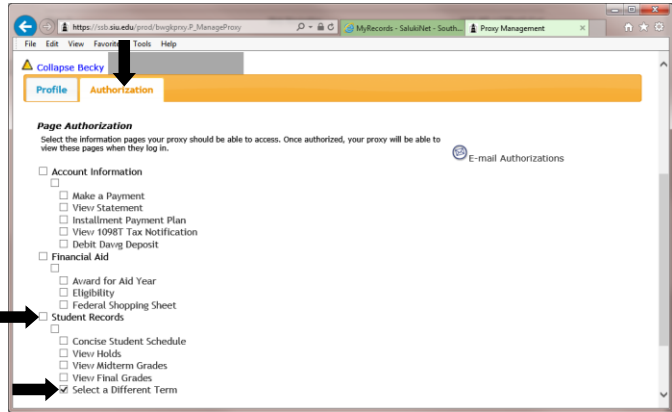
**IMPORTANT:** You must communicate the passphrase to your proxy by clicking the  E-mail Passphrase link located beneath the fields. An email notification will automatically be sent to

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




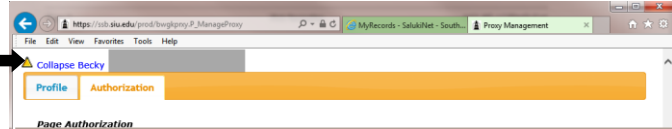
- Next, click the **Authorization** tab.
- Now you can select the information that you want your proxy to access.


**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.

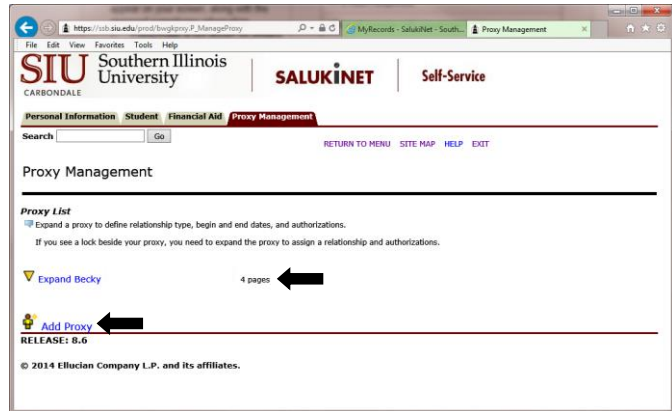


**IMPORTANT:** There isn't a Save button for the Authorization options you choose. When you click on a selection, a checkmark appears and the action is saved automatically.

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

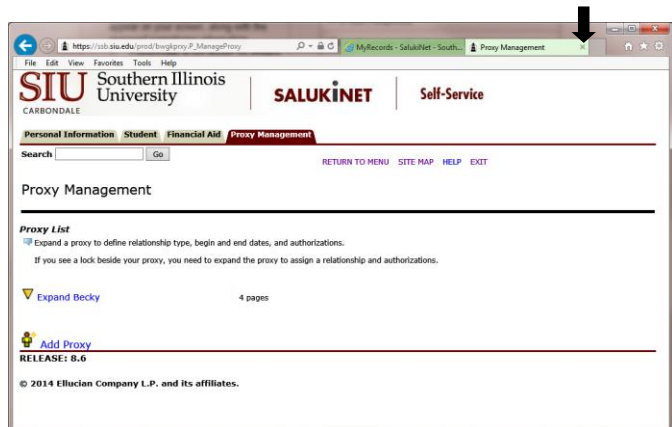


- Do you notice any changes on the Proxy List? The **Lock**  icon is replaced with the # of pages accessible to the Proxy.
- To add another proxy, just click the **Add Proxy** link and complete the steps, as before.
- To end the session, click the "X" on the **Proxy Management** tab to close the page or just close your Browser.



**IMPORTANT:** To take away a proxy's authority:

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



**End of Document**