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. In your browser, go to [salukinet.siu.edu](http://salukinet.siu.edu).
2. Click the **Sign In** button in the top right corner of your screen.
   - **Note:** If you are not automatically signed in, enter your SIU85XXXXXXX number and associated password.

3. In the search bar, type **Proxy**.
4. Click on **Proxy User Management**.

5. Click on **Proxy Management** from the menu below.
Navigate to the Proxy Management Page (Cont.)

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

Add a Proxy

1. On the Proxy Management page, click the Add Proxy option.
2. Complete the list of required fields.
3. When you are finished, 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 step on the next page defines 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. On the Proxy Management page, locate the name of the proxy that you just added. The lock icon appearing after the proxy's name indicates that no Relationship or Authorizations have been setup for this proxy. 
   
   **Note:** For privacy reasons, the proxy's last name and email address have been removed from this example.

2. Click the Down arrow next to the proxy's name. Two tabs will appear near the top of your screen.

3. Under the Profile Tab, you are required to select a relationship. Click the Relationship drop-down menu to select Proxy Access. 
   
   **Note:** Proxy Access is the only option you have for a relationship type.

4. Enter a description (optional). You might use this field to identify the person such as mom, dad, or coach.

5. If desired, enter a Passphrase. This passphrase may be used to verify the identity of your proxy during phone calls or other instances.

   **IMPORTANT:** You must notify your proxy that a passphrase has been set and give them the passphrase. Click the Email Passphrase button located beneath the fields to send the passphrase to your proxy.

6. The Start and End date fields will fill automatically. Review and change these fields if necessary.
7. Click the **Authorization Tab** at the top of your screen.
8. Select the information that you want your proxy to have access to.
   **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.

9. When finished, click the **Collapse icon** to the left of the proxy’s name at the top of your screen.

10. To add another proxy, repeat the previous steps.
11. When you are done, simply exit the browser window. Your changes will be saved automatically.
**Remove a Proxy’s Authority**

1. Navigate to the *Proxy Management* page.
2. A list of your current proxies will appear. Find the proxy on the list that you would like to remove.
3. Click the *Expand icon* ▼ to the left of the proxy’s name.
4. Under *Profile*, change the *Stop Date* to today’s date OR under *Authorization*, uncheck all options. The proxy’s access will be removed.

5. When you are done, simply exit the browser window. Your changes will be saved automatically.