Add Parent/Guardian to Self-Service Access Student Steps

In Self-service, under User Options – choose View/Add Proxy Access.



Choose existing Parent Portal user - the login instructions will be sent to parent email on file

OR enter new Proxy user by filling out mandatory fields

	Active Proxies
	(i) You do not have any designated proxies. Add one now to allow another self-service user to view or
5	Add a Proxy
۲	Select a Proxy
1	Please Select
Element I	Add Another Use © 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy
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2	

Sample of 2 emails sent to Parent/Guardian proxy users.

•	its-help@albertus.edu to me +	12:57 PM (4 minutes ago)
	Albertus Magnus C	College
	Dear The second s	
	You have been granted proxy access to Network of account at Albertus Magnus College.	
	The following login has been created for your use at Albertus Magnus College. Your temporary password will Username	ll arrive by a separate email.
4	Reply Forward	3 of 29 219 🗸 🔉 🎞
	Here is the password for your new account at Albertus Magnus Col	
+	its-help@albertus.edu	12:57 PM (5 minutes ago) 🟠 🔦
	Albertus Magnus Col	lege
	Dear Contraction	
	Here is your temporary password for the login you received earlier/later from Albertus Magnus College. You will ne you have any questions, please contact ITS help at 203 773-0205.	ed to change the password upon your initial l
	Password Article	

You have been granted proxy access to Manager Sec. account at Albertus Magnus College.