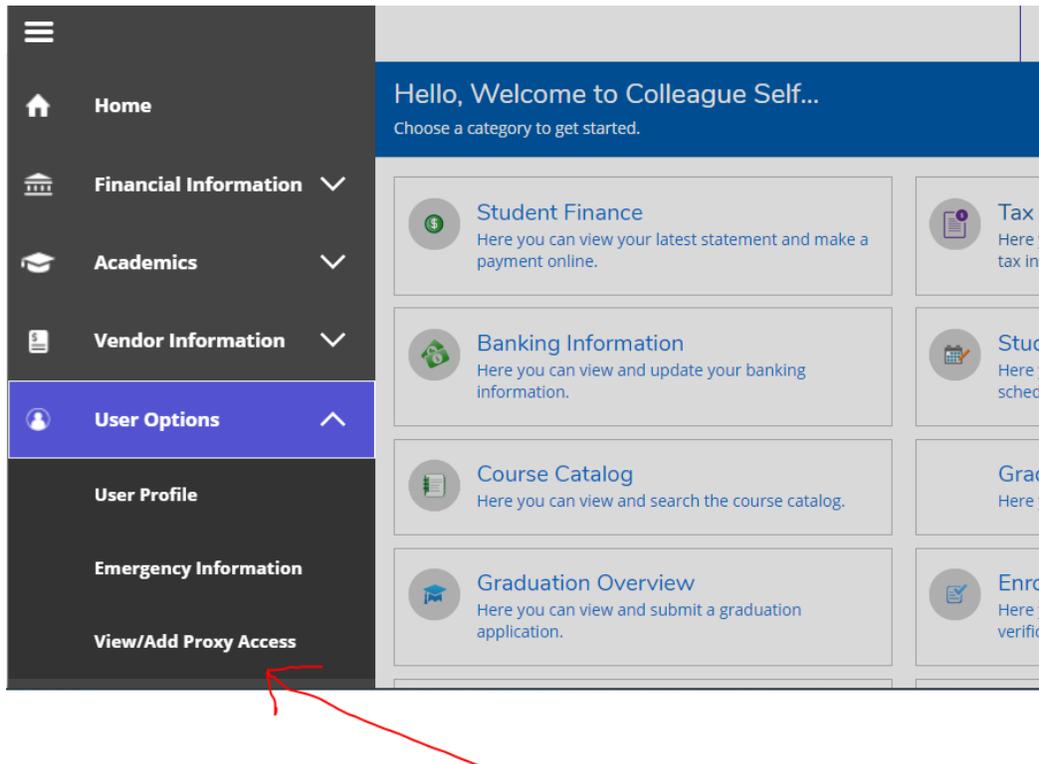
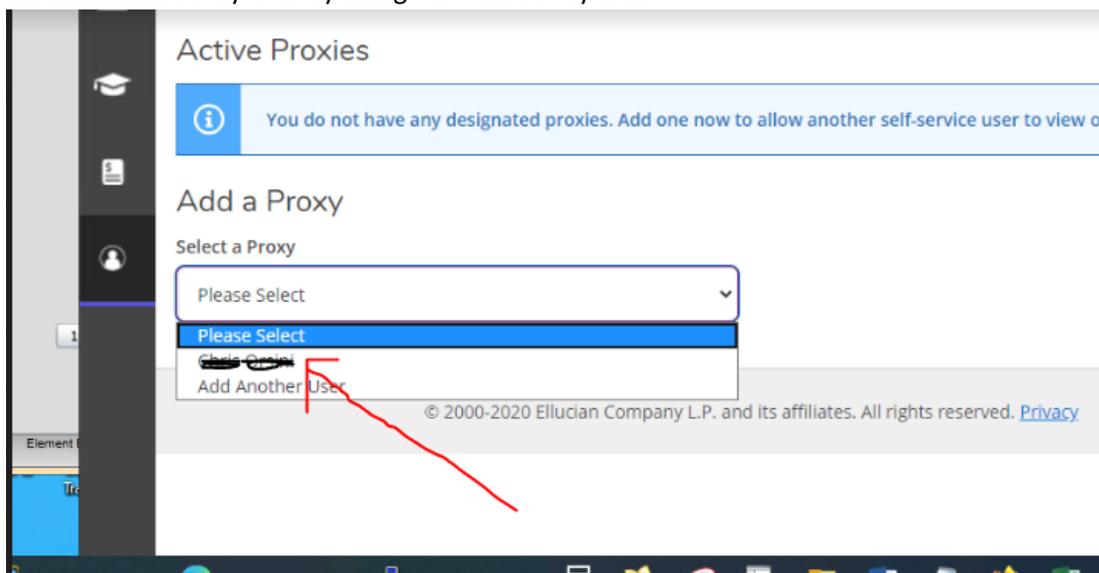


Add Parent/Guardian to Self-Service Access Student Steps

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



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

its-help@albertus.edu 12:57 PM (4 minutes ago)
to me ▾



Dear [REDACTED],

You have been granted proxy access to [REDACTED] account at Albertus Magnus College.

The following login has been created for your use at Albertus Magnus College. Your temporary password will arrive by a separate email.

Username: [REDACTED]

Reply Forward

3 of 29,219 < > ⚙

Here is the password for your new account at Albertus Magnus College! Inbox x

its-help@albertus.edu 12:57 PM (5 minutes ago) ☆ ↶
to me ▾



Dear [REDACTED],

Here is your temporary password for the login you received earlier/later from Albertus Magnus College. You will need to change the password upon your initial log
you have any questions, please contact ITS help at 203 773-0205.

Password: [REDACTED]

You have been granted proxy access to [REDACTED] account at Albertus Magnus College.