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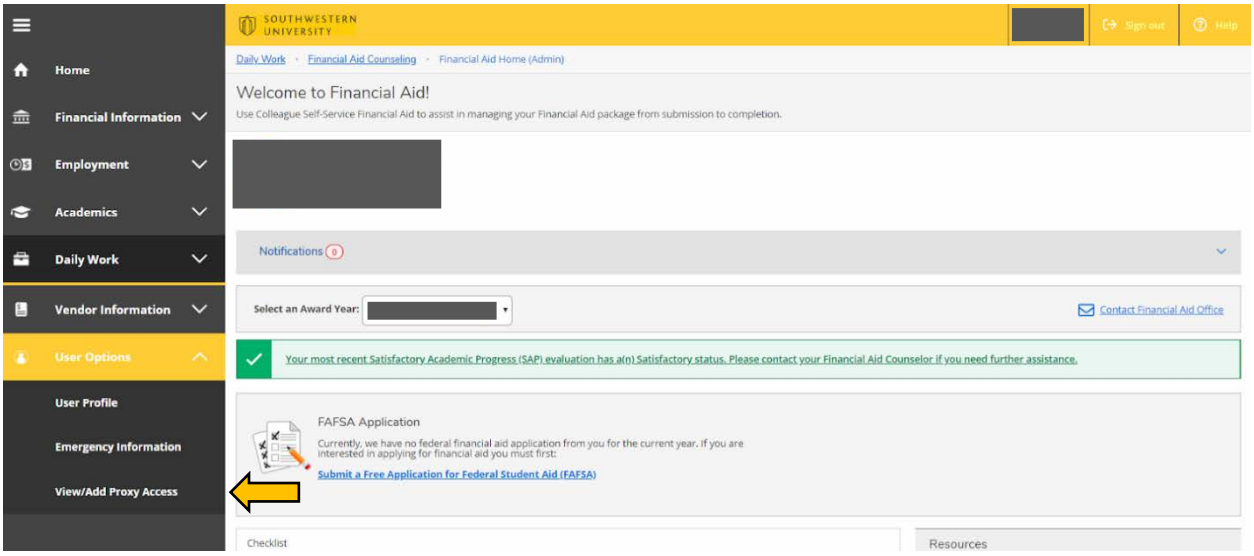
Proxy Access for Self-Service

Granting an individual proxy access to Self-Service will allow them to view your Financial Aid information. Typically, the person(s) you grant access to, are your parents or guardians, however, access is not limited to that relationship.

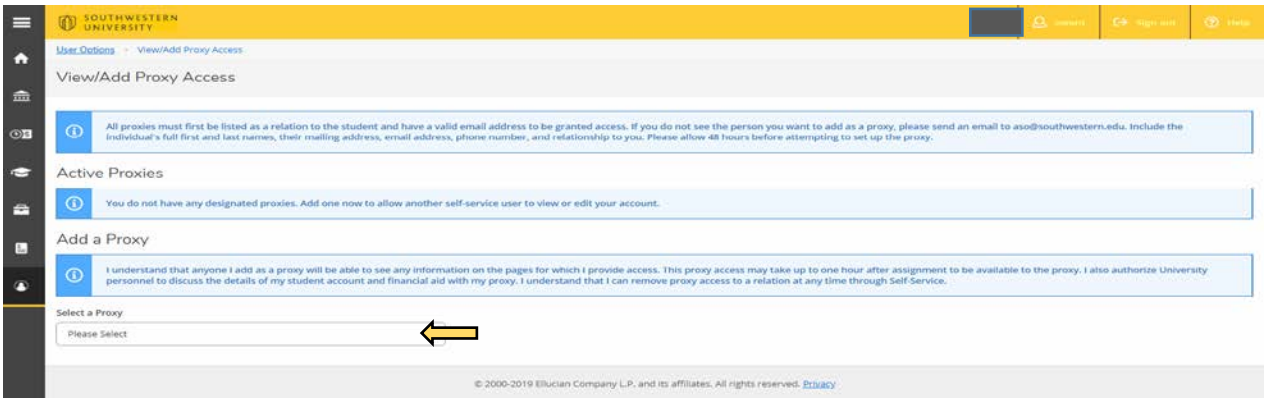
It is important to note that in order to add someone as a proxy they must already be in our system.

Procedure for adding a proxy

From the User Options menu, choose View/Add Proxy Access



Click on the "Select a Proxy" drop-down box to view a list of people with whom you have a defined relationship in our system.

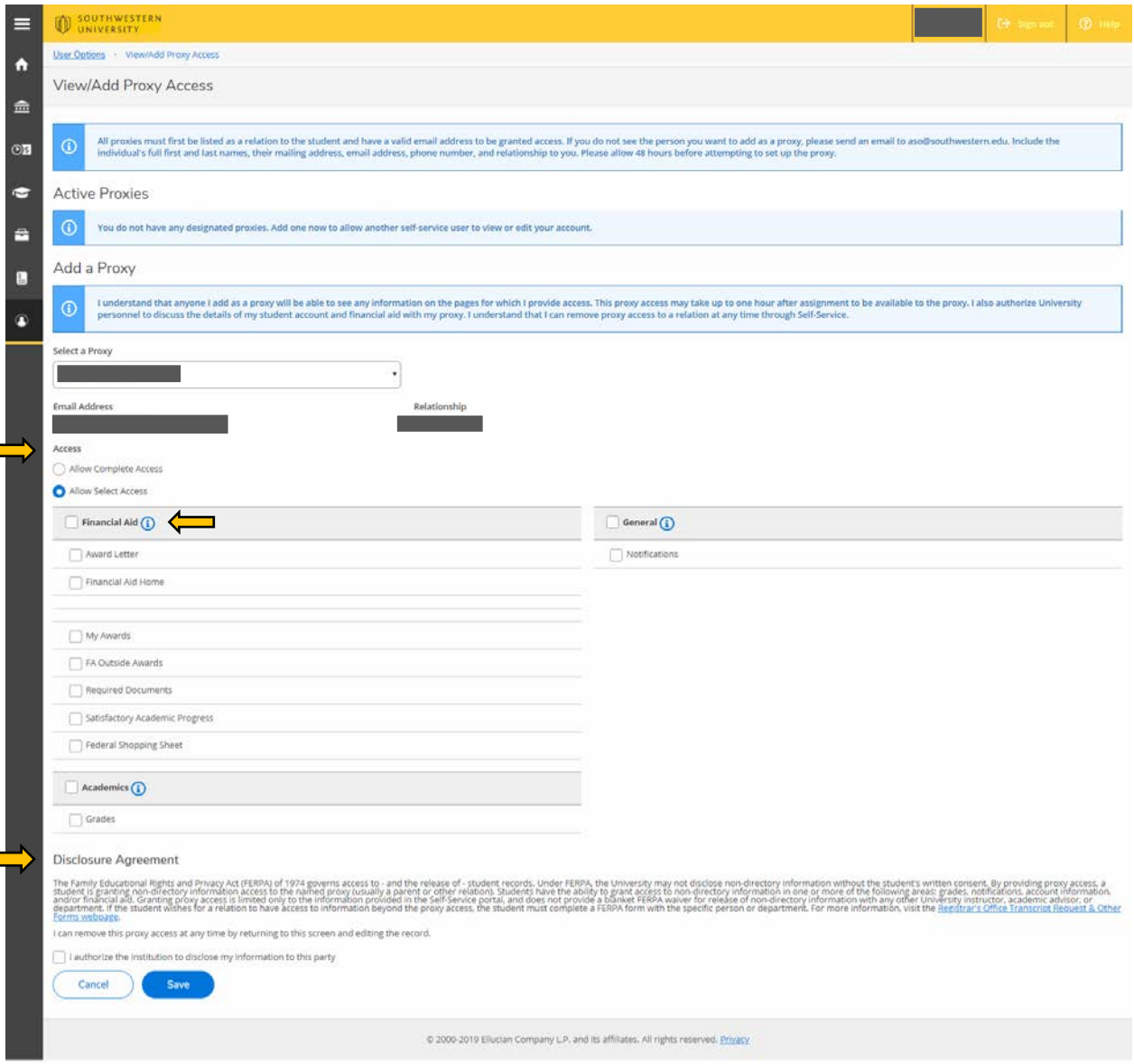


Note: If the person(s) you wish to add are not listed, please send an email to reslife@southwestern.edu. In the email include the individual's full first and last name, mailing address, email address, phone number, and relationship to you. Please allow 48 hours before attempting to set up the proxy.

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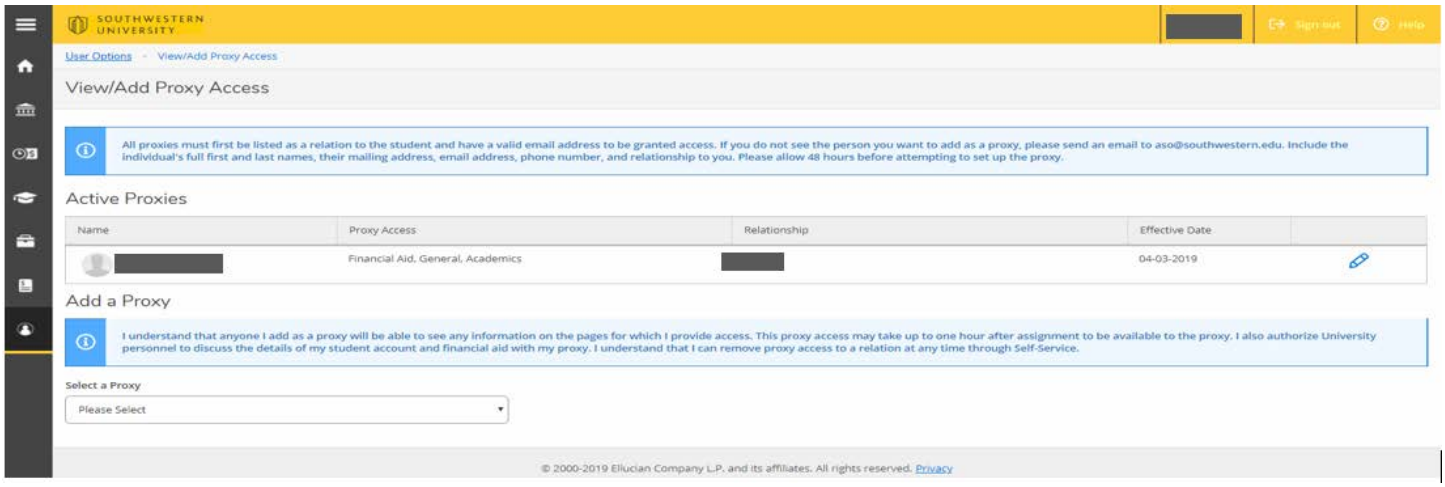
You have the option to give your proxy access to all of your Financial Aid information, or only select items. See the screenshot below.

Before you leave the proxy access screen, read the Disclosure Agreement, and if you are sure you want to give proxy access to the individual you have chosen, check the box.



Once you have successfully added your proxy or proxies, you will see this screen, which will include your list. Please note, it could take up to an hour for your proxy to gain access.

They will receive an email at the address we have in our system notifying them that you have granted proxy access. If you want to add another proxy, use the "Select a Proxy" pull down menu, and choose another individual.



If you have any questions or concerns, contact the Financial Aid Office at finaid@southwestern.edu or 512-863-1259.