

Instructions for the Proxy

Login to Self-Service at <https://selfservice.olivet.edu/Student> using your ONU username. If you do not have a username, you will be (or already have been) sent one via email. Your proxy username is “px” followed by a seven-digit number, px1234567, for example. You will also be (or have been) sent a temporary password that you will be required to change upon login.

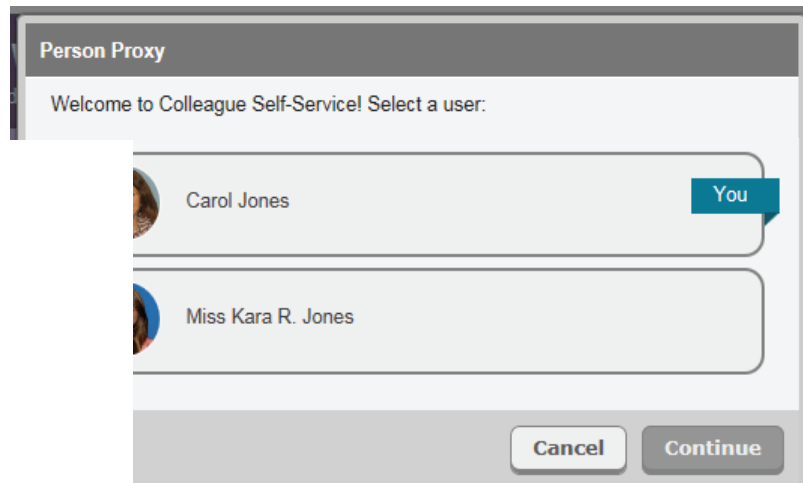


Sign In

User name

Password

Once you log in, you will have the option to view either your information or the student’s information. Make sure to select the student’s information. Click “Continue.”



After selecting the student, you will be able to see what access your student has granted you. If you are a proxy to more than one student and/or also an ONU student or faculty/staff member, you may switch to your own or another self-service account by selecting “Change User” on the green bar at the top of your proxy session.

