Instructions for the Student
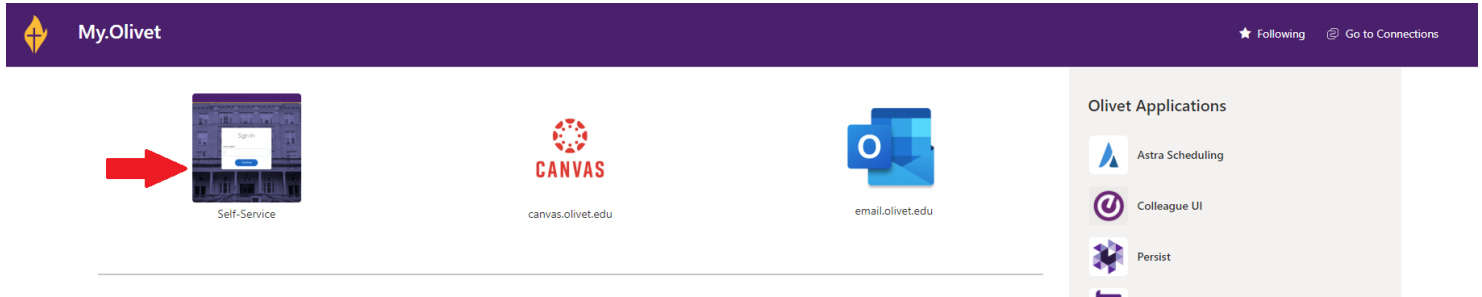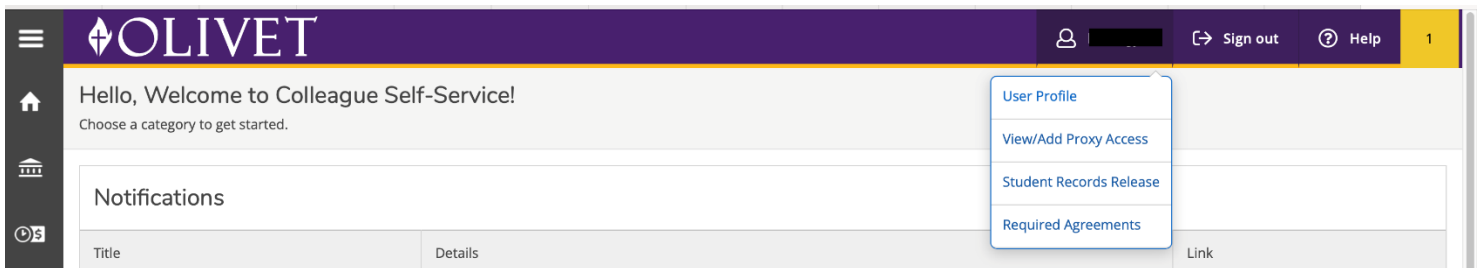
The designation of a proxy is done via the User Options in Self-Service. Go to my.olivet.edu, locate the "Self- Service".

Click on the person icon or your name near the top right and then "View/Add Proxy Access."

Click on the drop-down arrow to select a proxy, and then click on the name of the person you want to grant proxy access to your information. The people that you will have to choose from are individuals that are associated with your record, and have an email address, in our university database.

View/Add Proxy Access

i	If the "Select a Proxy" drop-down below does not list the person you wish to add, please contact the Office of the Registrar using your ONU email account. You will need to provide them with the proxy's first and last (legal) name, email address, city and state of residence, and their relationship to you. Staff members may ask for additional information to help them identify the appropriate person in our database.

Active Proxies

i	You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.

Add a Proxy

Select a Proxy

Please Select ▾

If you would like to give proxy access to someone who is not listed, please contact the Office of the Registrar at registrar@olivet.edu using your ONU email account. You will need to provide them with the proxy's first and last (legal) name, email address, city and state of residence, and their relationship to you. Staff members may ask for additional information to help them identify the appropriate person in our database.

When adding the proxy, please confirm that the email address is correct since that is where his/her username and password will be sent. If it is not correct, please contact the Office of the Registrar and wait for the address to be corrected.

Choose the desired access for the proxy, read the "Disclosure Agreement," click the authorization check box, and click "Save."

Access

○ Allow Complete Access

● Allow Select Access

☐ Student Finance ⓘ	☐ Financial Aid ⓘ
☐ Account Activity	☐ Offer Letter
☐ Account Summary	☐ Financial Aid Home
☐ Make a Payment	☐ Correspondence Option
	☐ My Awards
	☐ FA Required Documents
	☐ Satisfactory Academic Progress
	☐ College Financing Plan

☐ General ⓘ	☐ Academics ⓘ
☐ Notifications	☐ Grades

☐ Tax Information ⓘ
☐ Tax Information

When you successfully designate someone as your proxy, you will see this screen:

Active Proxies

Name	Proxy Access	Relationship	Effective Date	
Carol Jones	Student Finance Financial Aid General	Parent	11/3/2017	ⓘ

The proxy user will receive an email message letting them know they have been granted proxy access. The message will include the URL of the Self-Service site. If they do not already have an account, they will also receive a login name followed by a separate email message with a password.