PERSON PROXY gives Ferrum College students the ability to provide access to financial information to additional individuals of their choosing.

1. This is the Home Screen for Colleague Self Service. Click on the User Options menu to select View/Add Proxy Access.

2. If you have not given anyone proxy access, you will see the notification informing you that you need to select a proxy or add a person.

3. Select the person you wish to give access to view either Student Finance and/or Financial Aid information.
4. You can select either to give the person complete access or select access. Read the Disclosure Agreement, if you agree to terms, then click the box beside of it and click Save.

5. You will get a notification that the person was added successfully. You can edit the access at any time.

6. To modify or remove proxy access, click the tool on the right side of person.
7. The new proxy user will receive two separate emails for their login and password. *Make sure to check spam folder!*

8. Once you clicked the link in the email: [https://selfservice.ferrum.edu:8098/Student](https://selfservice.ferrum.edu:8098/Student); you will be taken to a login screen. You will be required to change the password.
9. Choose the student’s profile to view the account.

10. You will see that you are now acting on behalf of the student.

QUESTIONS? Please contact the Financial Aid Office by calling 540.365.4282 or emailing finaid@ferrum.edu. You may also contact the Student Accounts Office by calling 540.365.4239 or emailing stacctm@ferrum.edu