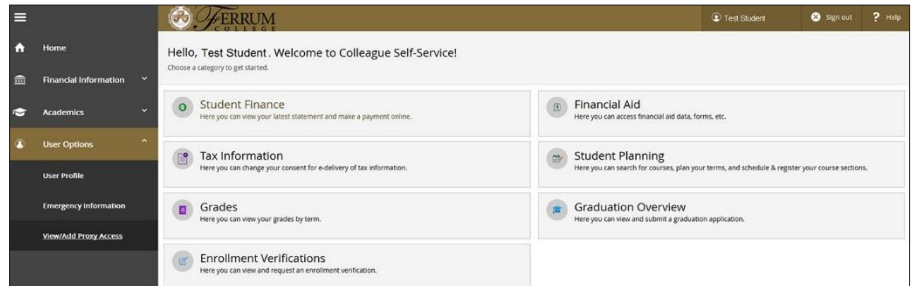
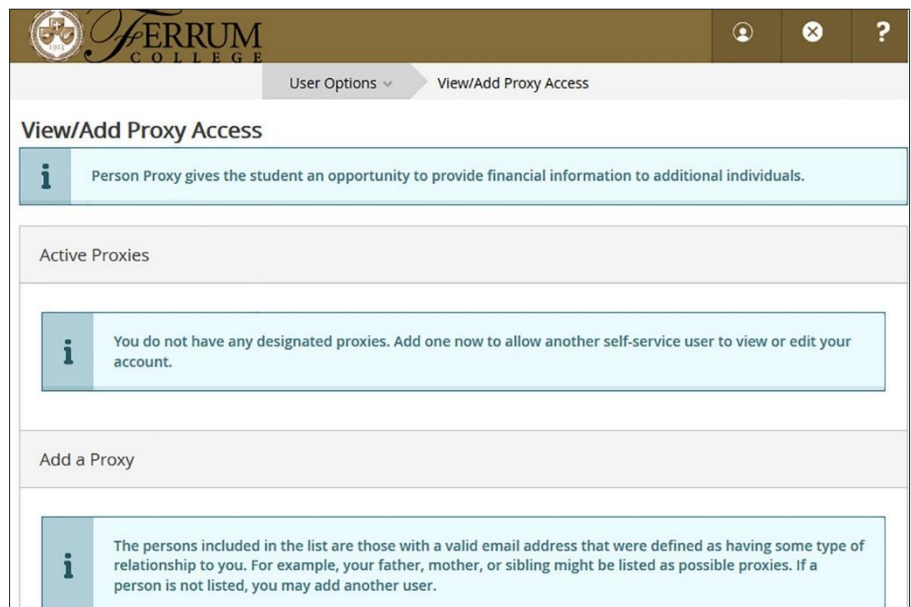


PERSON PROXY gives Ferrum College students the ability to provide access to financial information to additional individuals of their choosing.

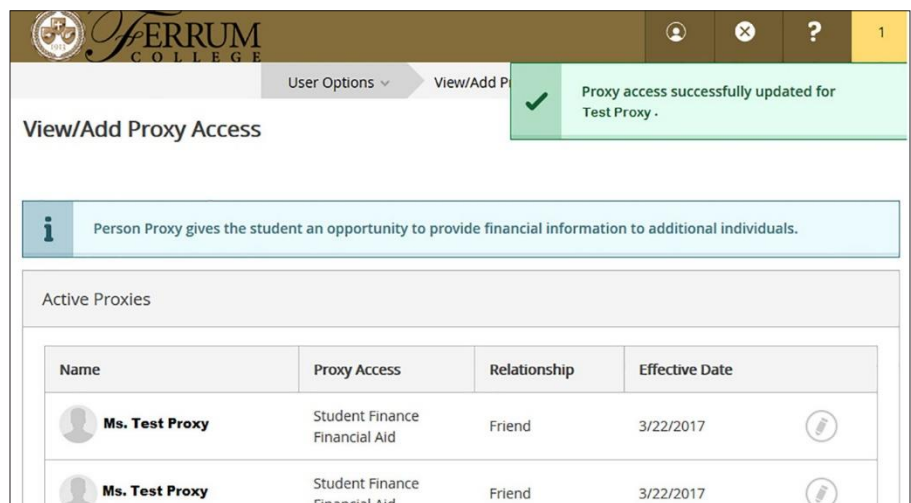
1. This is the Home Screen for Colleague Self Service. Click on the User Options menu to select View/Add Proxy Access.



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.





Add a Proxy

Select a Proxy

Test Proxy

Email Address

email@gmail.com

Relationship

Friend

Access

☐ Allow Complete Access
 ☒ Allow Select Access

Student Finance

Select All ☐

Account Activity

Account Summary

Make a Payment

☐
☐
☐

Financial Aid

Select All ☐

Award Letter

Financial Aid Home

Correspondence Option

Request a New Loan

My Awards

FA Outside Awards


Required Documents

☐
☐
☐
☐
☐
☐

Disclosure Agreement

Person Proxy gives the student the ability to give access to a person to view Financial information. This is separate from FERPA.

☐ I authorize the institution to disclose my information to this party



FERRUM

COLLEGE

User Options



View/Add Proxy Access

View/Add Proxy Access

i

Person Proxy gives the student an opportunity to provide financial information to additional individuals.

Active Proxies

Name	Proxy Access	Relationship	Effective Date	
 Ms. Test Student	Student Finance Financial Aid	Friend	3/22/2017	

Add a Proxy


Select a Proxy

Please Select


Please Select

Test Proxy

View/Add Proxy Access


 Person Proxy gives the student an opportunity to provide financial information to additional individuals.

Active Proxies

Name	Proxy Access	Relationship	Effective Date
 Lisa Tims	Student Finance	Friend	3/29/2017

7. The new proxy user will receive two separate emails for their login and password. *Make sure to check spam folder!*

Dear Lisa Tims,

You have been granted proxy access to Ms. Test Student's account at Ferrum College.

Ferrum College students can opt to grant access to certain components of their financial information in Self-Service to other people. This is called granting "proxy access".

Once you have logged in successfully, you will be prompted to select the account you want to view. Select the student to view the components that were granted to you.

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

Username: Ltims

Dear Lisa Tims,

Here is your temporary password for the login you received from Ferrum College. You will be required to change the password upon your initial login.

Password: **kD1aopUq**

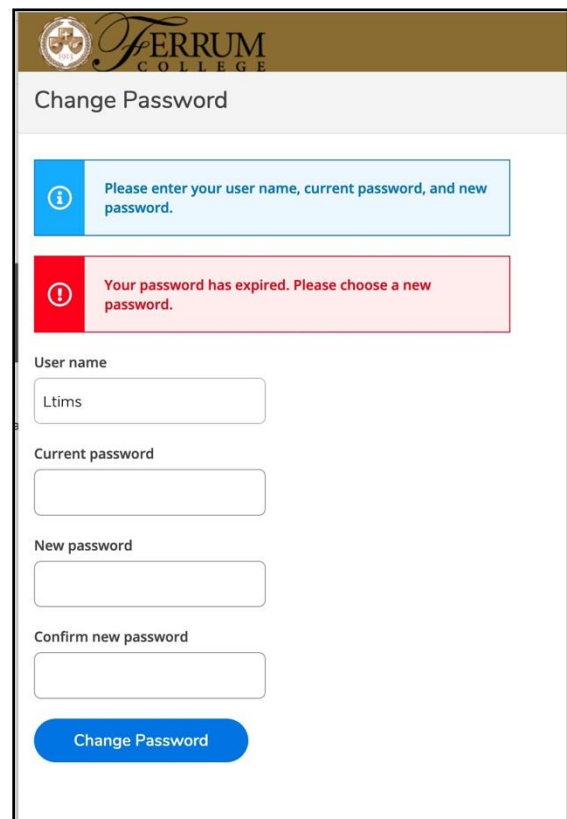
Here is the link to login: <https://selfservice.ferrum.edu:8098/Student>.

If you have any questions, please contact the Help Desk at 540-365-4357.

8. Once you clicked the link in the email:

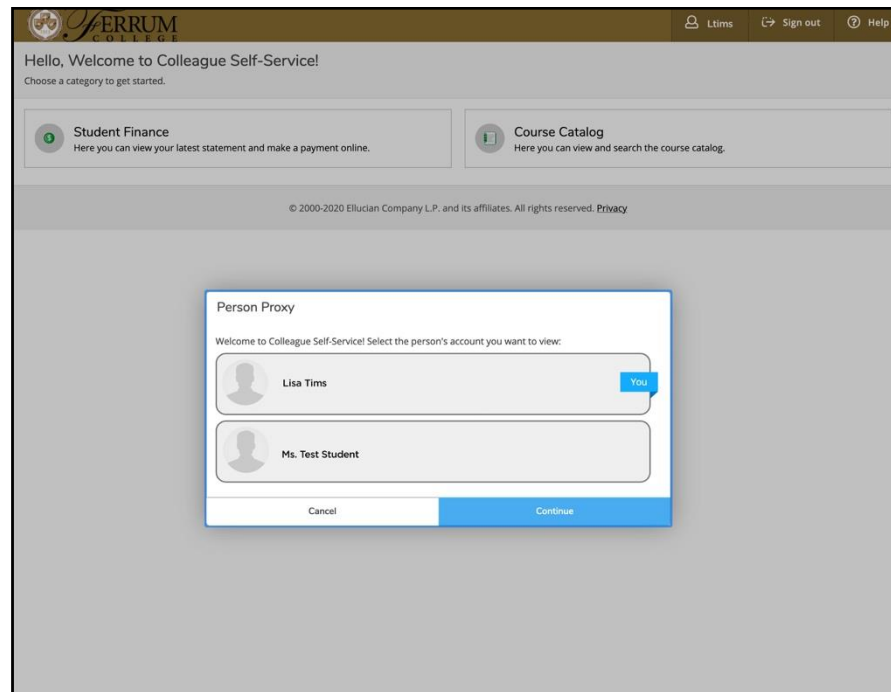
<https://selfservice.ferrum.edu:8098/Student>; you will be

taken to a login screen. You will be required to change the password.

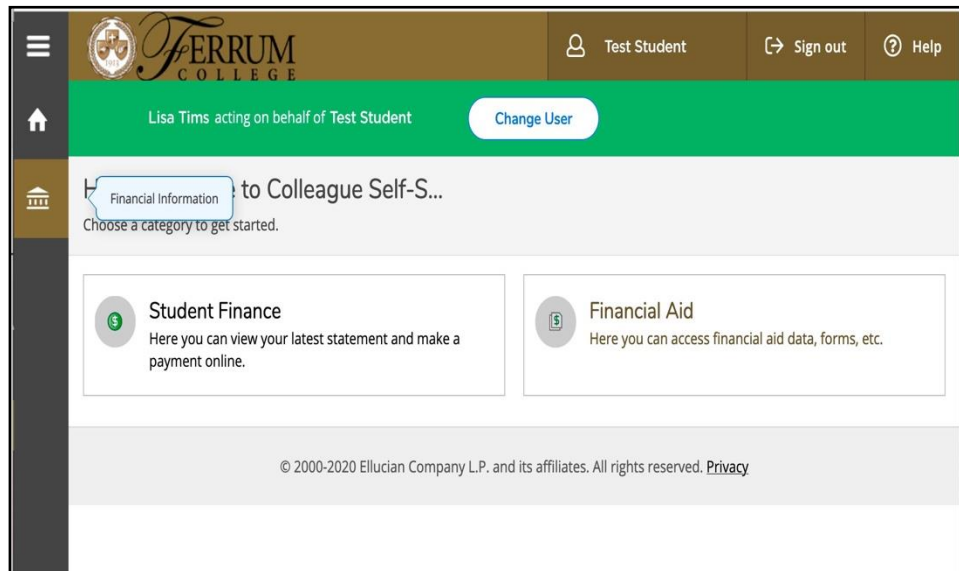


The screenshot shows the Ferrum College logo at the top. Below it is a header bar with the text "Change Password". The form contains two informational messages: a blue box stating "Please enter your user name, current password, and new password." and a red box stating "Your password has expired. Please choose a new password." Below these are four input fields: "User name" (containing "Ltims"), "Current password", "New password", and "Confirm new password". At the bottom is a blue button labeled "Change 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