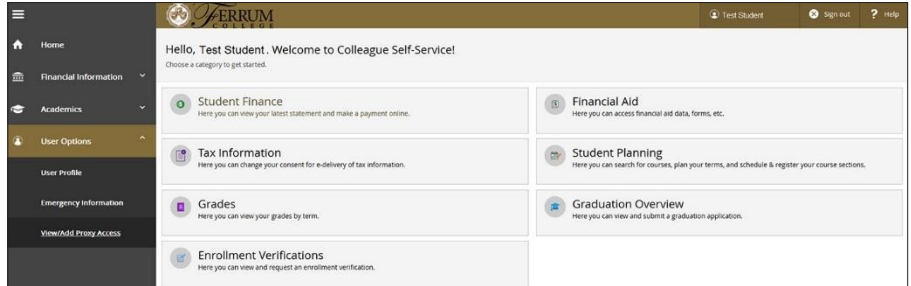
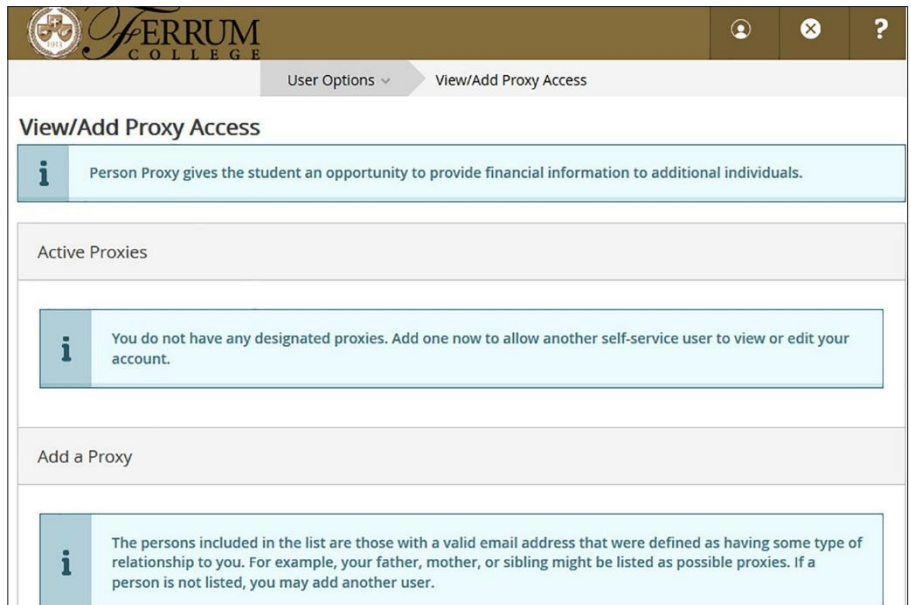


**PERSON PROXY** gives Ferrum College students the ability to provide access to financial information to additional individuals of their choosing.

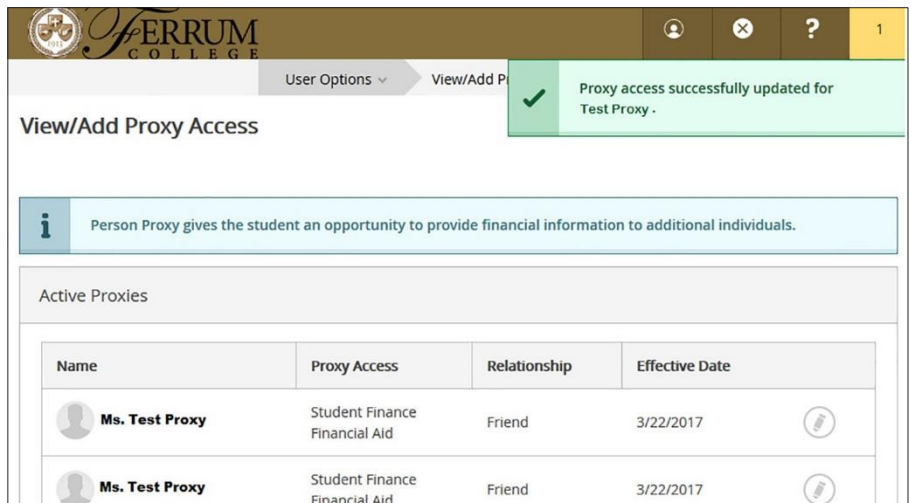
1. This is the Home Screen for Colleague Self Service. Click on the User Options menu to select View/Add Proxy Access.



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.

Add a Proxy

Select a Proxy:

Email Address: email@gmail.com

Relationship: Friend

Access:  Allow Complete Access  Allow Select Access

<p><b>Student Finance</b> <span style="float: right;">Select All <input type="checkbox"/></span></p> <p>Account Activity <input type="checkbox"/></p> <p>Account Summary <input type="checkbox"/></p> <p>Make a Payment <input type="checkbox"/></p>	<p><b>Financial Aid</b> <span style="float: right;">Select All <input type="checkbox"/></span></p> <p>Award Letter <input type="checkbox"/></p> <p>Financial Aid Home <input type="checkbox"/></p> <p>Correspondence Option <input type="checkbox"/></p> <p>Request a New Loan <input type="checkbox"/></p> <p>My Awards <input type="checkbox"/></p> <p>FA Outside Awards <input type="checkbox"/></p> <p>Required Documents <input type="checkbox"/></p>
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**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

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

User Options ▾ View/Add Proxy Access

**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	
Ms. Test Student	Student Finance Financial Aid	Friend	3/22/2017	

Add a Proxy

Select a Proxy:

6. To modify or remove proxy access, click the tool on the right side of person.

**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	
Ms. Test Proxy	Student Finance	Friend	3/29/2017	

**QUESTIONS?** Please contact the Financial Aid Office by calling 540.365.4282 or emailing [finaid@ferrum.edu](mailto:finaid@ferrum.edu). You may also contact Student Accounts by calling 540.365.4239.