



Denise Ellis <denise.ellis@doane.edu>

Proxy Screen - Students complete and we view!

1 message

Registrar's Office <registraroffice@doane.edu>

Wed, Jan 20, 2021 at 12:09 PM

To: studentaccounts <studentaccounts@doane.edu>, Financial Aid Office <faoffice@doane.edu>, registrarofficestaff <registrarofficestaff@doane.edu>

Hello Colleagues - This is a reminder of the Proxy screen in SelfService (aka WebAdvisor). Using this screen students will be able to award electronic access to individuals they want to share information with. Students can pick and choose which information to share in the areas of Student Finance, Financial Aid, and Academics.

Allow Complete Access
 Allow Select Access

<input type="checkbox"/> Student Finance ⓘ <input type="checkbox"/> Account Activity <input type="checkbox"/> Account Summary <input type="button" value="View Options"/>	<input type="checkbox"/> Financial Aid ⓘ <input type="checkbox"/> Award Letter <input type="checkbox"/> Financial Aid Home <input type="checkbox"/> Correspondence Option <input type="checkbox"/> My Awards <input type="checkbox"/> FA Required Documents <input type="checkbox"/> Satisfactory Academic Progress
<input type="checkbox"/> General ⓘ <input type="checkbox"/> Notifications	<input type="checkbox"/> Academics ⓘ <input type="checkbox"/> Grades
<input type="checkbox"/> Tax Information ⓘ <input type="checkbox"/> Tax Information	

The proxy process replaces the pink FERPA form and the information we entered in the BIO screen that creates the bar across the top of the students record in Colleague. So during the next couple years you'll see fewer and fewer of these notification bars (we're not going to go in and delete them all).



In Colleague you can see who the student has given permission to in the VPXP screen.

	Proxy	Proxy Name	Active
1	X ⓘ	Denise C. Ellis	Yes
2	X ⓘ	Michael J. Ellis	Yes
3	ⓘ		

Proxy	0156554 Denise C. Ellis	
Disclosure Agreement	X	Accepted on 08/01/19 - 10:57:20AM
Reauth Needed by	<input type="text"/>	
Reauth Requestor	<input type="text"/>	
Requested on	<input type="text"/>	

	Permissions	Begin
1	CONO Notifications	08/01/2019
2	FAAL Award Letter	08/01/2019
3	FACL Financial Aid Home	08/01/2019
4	FACO Correspondence Option	08/01/2019
5	FAMA My Awards	08/01/2019
6	FARD FA Required Documents	08/01/2019
7	FASAP Satisfactory Academic Progress	08/01/2019
8	SFAA Account Activity	08/01/2019
9	SFAS Account Summary	08/01/2019
10	STGR Grades	08/01/2019
11	TI Tax Information	08/01/2019

We just sent students the attached proxy directions. People receiving proxy access will get a Doane account and log-in to see this information in self service. We're only sending you this as a reminder.

Setting Up Proxy User Access.pdf
680K