



3. By selecting **Proxy Access**, a new window will generate. On this page, EMC /P /MCID 9-BDC BTWD 9Tm[TB/GC/DMD

4.

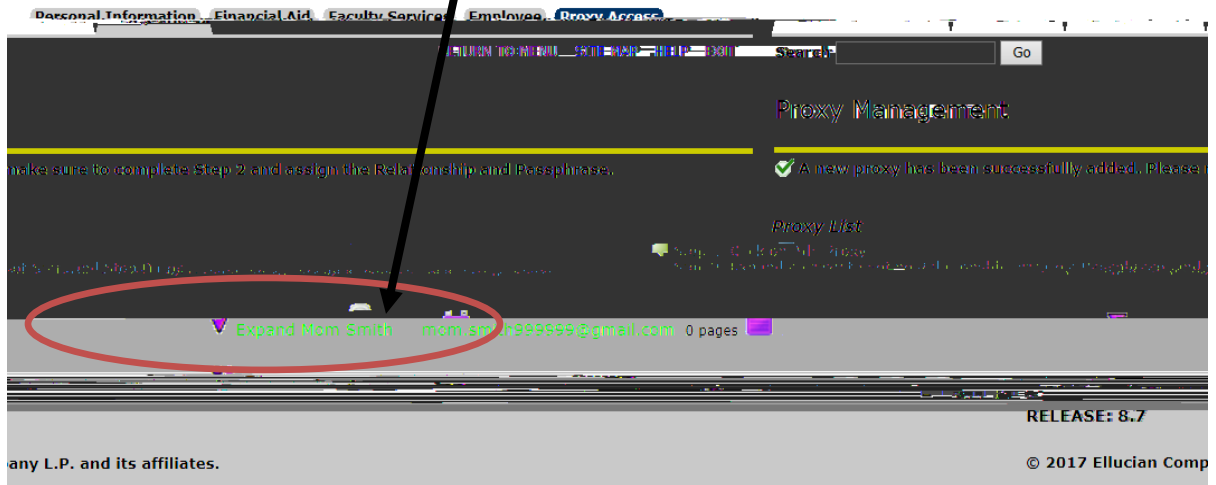


5. The _____ screen will open next. On this screen, you will complete the following 2 steps:
 - a. Add a Proxy
 - b. Establish a Passphrase. You will also be able to edit passphrases, assign your relationship to the proxy and expire the proxy access to rescind authorizationFirst, you must

Once you click on [redacted] the screen appears as follows below. The new proxy has been successfully added. The reminder to *

check appears to indicate that a [redacted] appears.

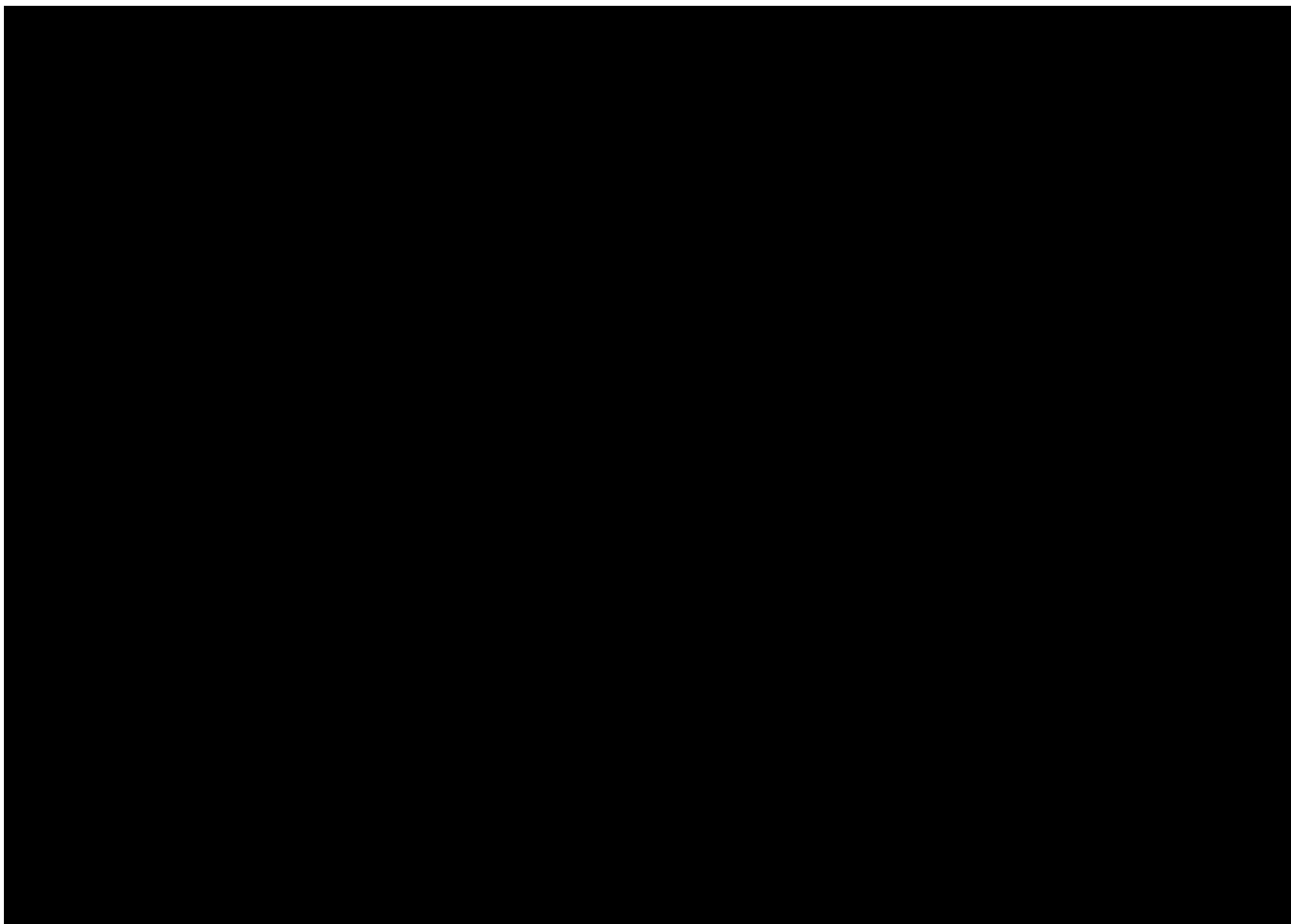
The proxy will appear with the 'lock' until the [redacted] & [redacted] have been assigned by the student.



8. After you have 'clicked' to _____ the proxy, the _____ will open. **Please complete the following steps:**
- a. Select a relationship – the only choice is _____
In some instances, you, the student, may wish to assign to proxy access to someone other than a parent or legal guardian such as a grandparent or aunt/uncle. In those instances, please select _____ as the relationship type and then indicate the actual relationship in the _____.
 - b. Description - Please use this field to indicate whom the proxy is to you the student.
 - c. _____ – While not starred as a _____ This is a word or phrase that will be _____. The proxy will use this to be able to communicate, in accordance with FERPA, with the offices of the Bursar and Financial Aid.
 - d. Start Date – the defaulted start date will be the date that the proxy is being established by the student.

9. On the same page, the authorization tab is not currently in use at this time.

10. On the same page, the _____ is a log of the emails sent from the student to the proxy's. In this example, you can see on the



*Please note: At this time, the RESEND icon is currently disabled. If you click on it, nothing will happen.

If you need to resend the email with the passphrase to an established proxy, please complete the following steps:

1. Select the PROFILE tab as shown in the picture above.
2. Once on the PROFILE tab, select EMAIL PASSPHRASE
3. The passphrase will then be resent and you will be able to see the email logged on your COMMUNICATION tab.