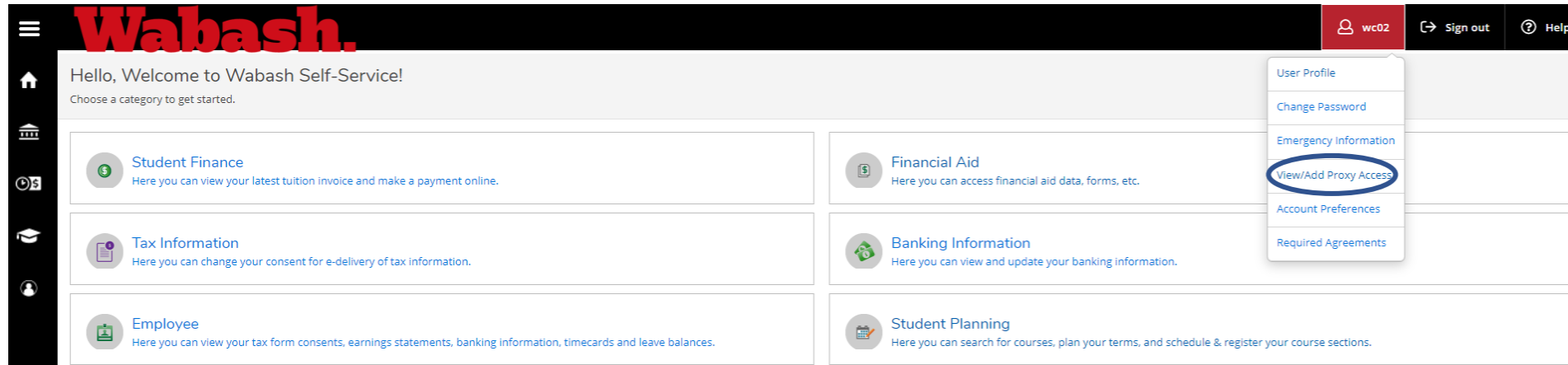




# ASSIGNING PROXY ACCESS

1. Log in to Wabash Self Service with Wabash user ID and password.
2. On Self Service landing page, click on your Wabash user ID at top right, and select "View/Add Proxy Access" from drop down menu.



3. In the Add a Proxy section, select "Add another user" from the drop-down menu.





## ASSIGNING PROXY ACCESS

4. Fill in your proxy's information, including name, email address, and relationship to student. Select an access level – either “Allow Complete Access,” or check the boxes for the items of information you want to share. When finished, click Submit. Repeat this process for any additional proxies you wish to add.

The screenshot shows the 'Add a Proxy' form with the following fields and options:

- Select a Proxy:** Add Another User (dropdown)
- First Name \*:** First Name (text input)
- Last Name \*:** Last Name (text input)
- Suffix:** Please Select (dropdown)
- Email Address \*:** Email Address (text input)
- Confirm Email Address \*:** Email Address (text input)
- Gender:** Please Select (dropdown)
- Relationship \*:** Please Select (dropdown)
- Access \*:**
  - Allow Complete Access
  - Allow Select Access
- Information Categories (all unchecked):**
  - Student Finance
  - Account Activity
  - Account Summary
  - Financial Aid
  - Offer Letter
  - Financial Aid Home
  - Correspondence Option
  - My Awards
  - FA Outside Awards
  - FA Required Documents
  - General
  - Notifications
  - Required Documents
  - Tax Information
  - Tax Information
  - Academics
  - Grades
- Buttons:** Cancel, Submit

5. Your proxies will receive an email from Wabash with an assigned user ID and temporary password, letting them know that have been given proxy access by the student. They will have to change their password after their initial log in.