

## Proxy Access at Meredith College

### What is a “proxy”?

A proxy is someone who logs in on behalf of a student to view the student’s data or perform an action on his/her behalf. For example, a mother may wish to view or pay her daughter’s tuition.

**\*Note, proxies *do not* have access to tax documents! Only students have access.**

### How do I become a proxy?

You cannot make yourself a proxy. The student must do this by granting you proxy access. As part of that process, the student submits your email address. When complete, the system sends you an email with login instructions and your proxy login credentials (an ID and password). With those credentials, you can then go to Self Service ([mcis.meredith.edu](https://mcis.meredith.edu)) to access your student’s account information.

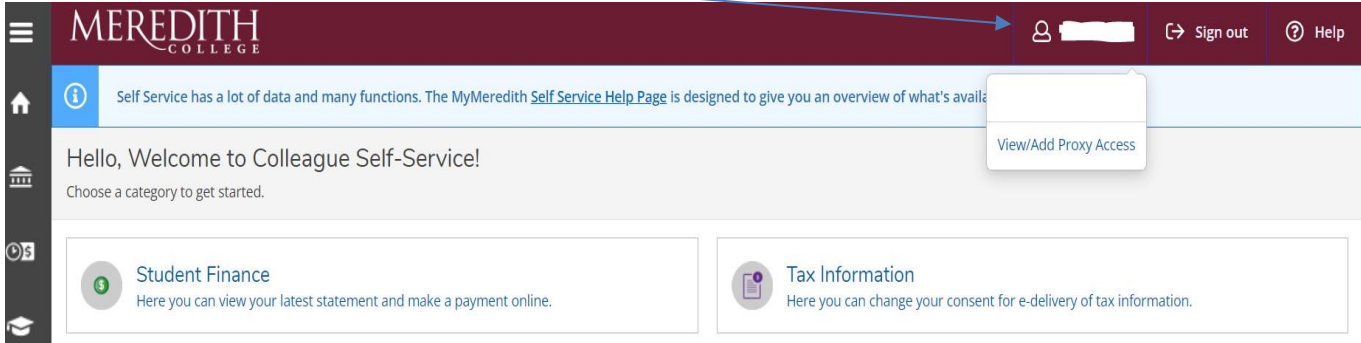
### What if I forgot my proxy credentials (ID and password)?

If you’ve forgotten your password, then a new password can be created, replacing the old one. This process is called “resetting” your password. However, this is not something that you (the proxy) can do. You must ask the student to do this for you. *Just as it was the student who first granted you proxy access, it is also the student who must reset the password.* The student does this using the “Proxy Reset Password” feature in Self Service. See images on next pages.

## HOW TO REQUEST PROXY ACCESS

Students can request proxy access for a parent or others by logging in to: [mcis.meredith.edu](https://mcis.meredith.edu) (aka Self Service).

Once logged in, click on the student name in the upper right corner of the screen to display “View/Add Proxy Access” (shown below).



This brings up the “Add a Proxy” page (shown below). Add all required information.

Add a Proxy

Select a Proxy

[Redacted]

Email Address \*

Confirm Email Address \*

Relationship Parent

Access

Allow Complete Access

Allow Select Access

Student Finance *i*

Account Activity

Make a Payment

General *i*

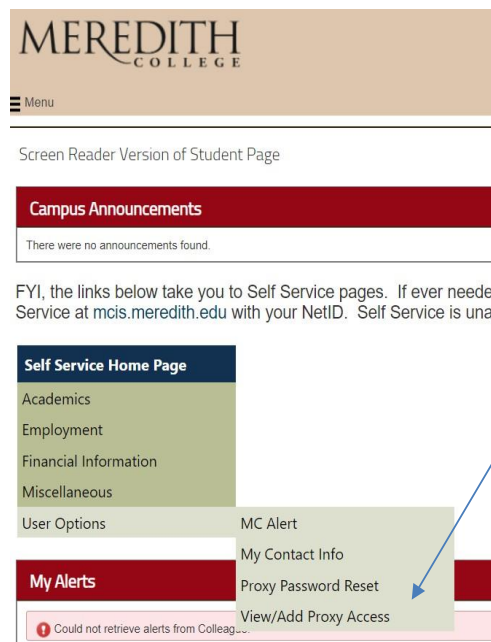
Notifications

Disclosure Agreement

I understand I am giving this person the ability to view and/or pay my bill.

I authorize the institution to disclose my information to this party

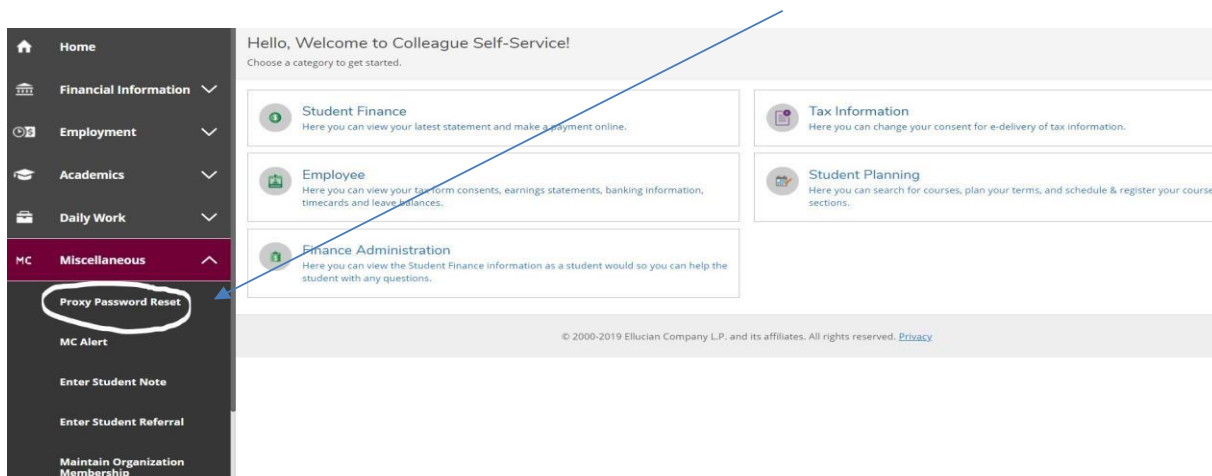
Students can also request proxy access for parents or others by logging in to [my.meredith.edu](https://my.meredith.edu). Look for the **“Self Service Home Page”** > **“User Options”** > **“View/Add Proxy Access”** to add someone.



## **RESETTING PROXY PASSWORD**

**The student** must reset the password by going to [mcis.meredith.edu](https://mcis.meredith.edu) (Self Service).

Click on **“Miscellaneous”** in the menu to the left. **“Proxy Password Reset”** will appear in the drop-down menu.



**\*NOTE:** **“Proxy Password Reset”** can also be found from the [my.meredith.edu](https://my.meredith.edu) page under the **“Self Service Home Page”** box (see image above).