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 (<u>mcis.meredith.edu</u>) 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: <u>mcis.meredith.edu</u> (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).

≡	MEREDITH		► 8 ====	〔→ Sign out	(?) Help
♠	(i) Self Service has a lot of data and many functions. The MyMeredith Self Service Help Pa	ig <u>e</u> is designed to give you an overview of what's availa			
Ē	Hello, Welcome to Colleague Self-Service! Choose a category to get started.	View/Add Proxy Access			
۩ •	Student Finance Here you can view your latest statement and make a payment online.	Tax Information Here you can change your conser	nt for e-delivery of tax infor	mation.	

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

Add a Proxy			
Select a Proxy			
Email Address *	Confirm Email Address *		Relationship
Email Address	Email Address		Parent
Access			
O Allow Complete Access			
Allow Select Access			
Student Finance 🚯		General 🚺	
ncount Activity		🧭 Notifications	
C Make a Payment			
Disclosure Agreement			
I understanding 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			
Cancel Save			

Students can also request proxy access for parents or others by logging in to <u>my.meredith.edu</u>. Look for the "Self Service Home Page" > "User Options" > "View/Add Proxy Access" to add someone.

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Menu		
Screen Reader Version of S	itudent Page	_ /
Campus Announcements	5	
There were no announcements fou	nd.	/
FYI, the links below take Service at mcis.meredith Self Service Home Page	you to Self Service pages. If ever ne edu with your NetID. Self Service is	eded unav
Academics		
Employment		
Financial Information		
Miscellaneous		
User Options	MC Alert	
	My Contact Info	
My Alerts	Proxy Password Reset	
Could not retrieve alerts from	Colleag	

RESETTING PROXY PASSWORD

The student must reset the password by going to mcis.meredith.edu (Self Service).

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

^	Home	Hello, Welcome to Colleague Self-Service! Choose a category to get started.		
ੇ	Financial Information $$	Student Einance		
ک)	Employment 🗸 🗸	Here you can view your latest statement and make surfayment online.		
۲	Academics 🗸 🗸	Employee Here you can view your by norm consents, earnings statements, banking information, there you can search for courses, plan your terms, and schedule & register your course		
=	Daily Work 🛛 🗸 🗸			
мс	Miscellaneous	B Finance Administration Here you can view the Student Finance information as a student would so you can help the student with any questions.		
(Proxy Password Reset			
	MC Alert	© 2000-2019 Ellucian Company L.P. and its affiliates. All rights reserved. <u>Privacy</u>		
	Enter Student Note			
	Enter Student Referral			
	Maintain Organization			

***NOTE:** "**Proxy Password Reset**" can also be found from the <u>my.meredith.edu</u> page under the "Self Service Home Page" box (see image above).