



Holy Family
UNIVERSITY

Self-Service
User Proxy

User Proxy gives institutions the ability to allow student users to designate one or more persons, and grant each proxy permission to view and act on that information.

Access User Proxy

Log into Self-Service and click on home button – User Options – View/Add Proxy Access.

You can also click on your name and click on View/Add Proxy Access.

The screenshot displays the Colleague Self-Service user interface. On the left is a dark navigation sidebar with a hamburger menu icon at the top. The sidebar contains the following items: Home, Financial Information (with a dropdown arrow), Academics (with a dropdown arrow), Daily Work (with a dropdown arrow), Vendor Information (with a dropdown arrow), User Options (highlighted in blue with an upward arrow), User Profile, Emergency Information, and View/Add Proxy Access. The main content area has a top navigation bar with a user profile icon labeled 'mmouse', a 'Sign out' button, and a 'Help' button. Below this is a light blue information banner that reads: 'Please go to User Profile to confirm your address and phone numbers prior to registration. Thank you.' The main content area features a pink welcome banner: 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' Below the welcome banner is a grid of 12 service tiles, each with an icon and a brief description: Student Finance (Here you can view your latest statement and make a payment online.), Financial Aid (Here you can access financial aid data, forms, etc.), Tax Information (Here you can change your consent for e-delivery of tax information.), Banking Information (Here you can view and update your banking information.), Student Planning (Here you can search for courses, plan your terms, and schedule & register your course sections.), Grades (Here you can view your grades by term.), Graduation Overview (Here you can view and submit a graduation application.), Academic Attendance (Here you can view your attendances by term.), Advising (Here you can access your advisees and provide guidance & feedback on), and Faculty (Here you can view your active classes and submit grades and waivers for).

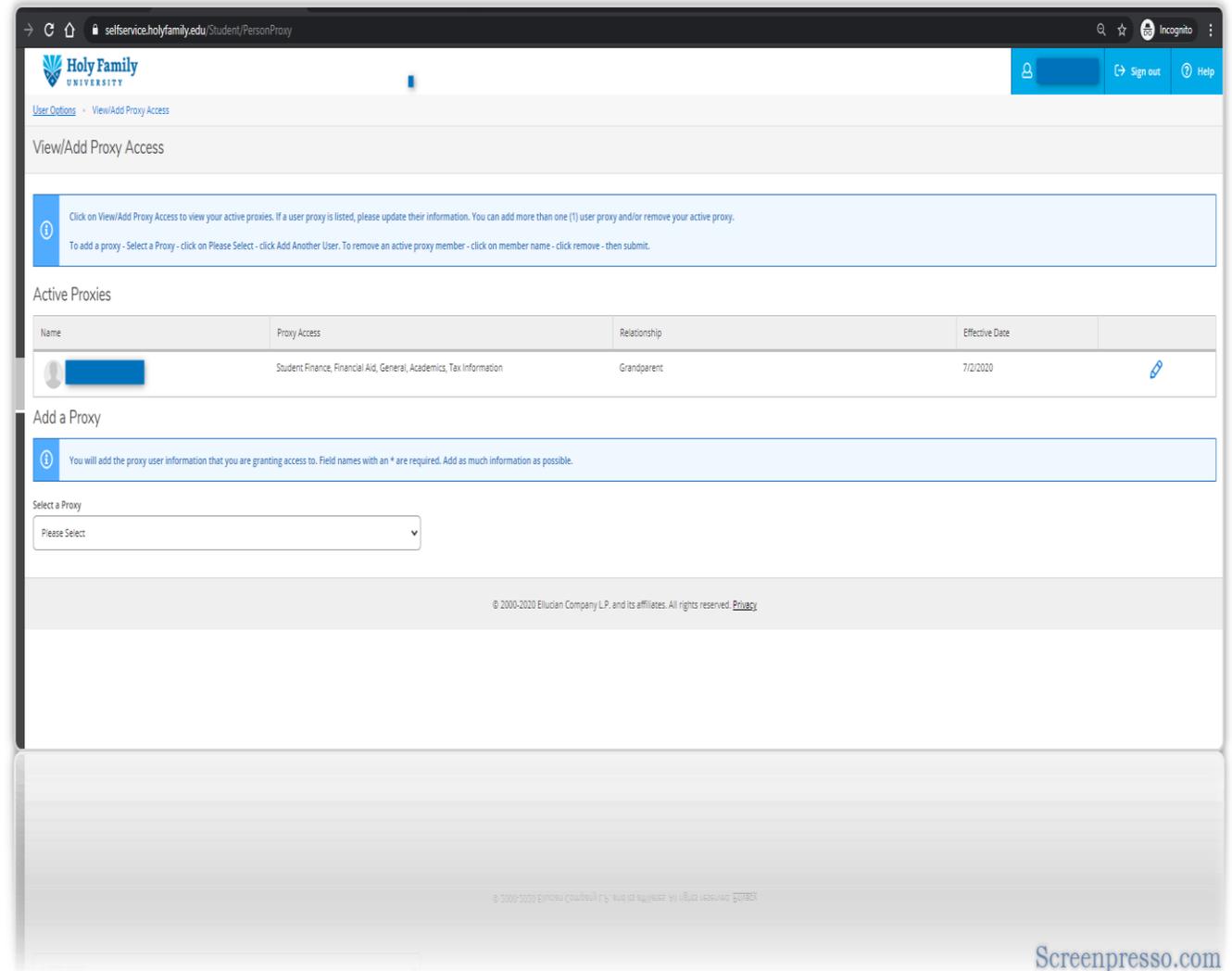
View / Add Proxy Access

When you click on View/Add a Proxy you will see currently active proxies.

If a user proxy is listed, you can decide if you would like to keep that proxy user and/or add another.

If you would like to remove and active proxy member – click on that member name and click remove then submit.

Add a Proxy click on Select and click on Add User.



The screenshot shows the 'View/Add Proxy Access' page in the Holy Family University self-service portal. The page header includes the university logo and navigation links. The main content area is titled 'View/Add Proxy Access' and contains a blue information box with instructions. Below this is a table of 'Active Proxies' with columns for Name, Proxy Access, Relationship, and Effective Date. A single proxy is listed with a redacted name, 'Student Finance, Financial Aid, General, Academics, Tax Information' for Proxy Access, 'Grandparent' for Relationship, and '7/2/2020' for Effective Date. Below the table is an 'Add a Proxy' section with a blue information box and a dropdown menu labeled 'Select a Proxy' with the text 'Please Select'.

Name	Proxy Access	Relationship	Effective Date
[Redacted]	Student Finance, Financial Aid, General, Academics, Tax Information	Grandparent	7/2/2020

© 2000-2020 Ellician Company L.P. and its affiliates. All rights reserved. [Privacy](#)

© 2000-2020 Ellician Company L.P. and its affiliates. All rights reserved. [Privacy](#)

Parameters for Adding a Proxy User

You will add the proxy user information that you are granting access to.

Field names with an * are required.

Add as much information as possible.

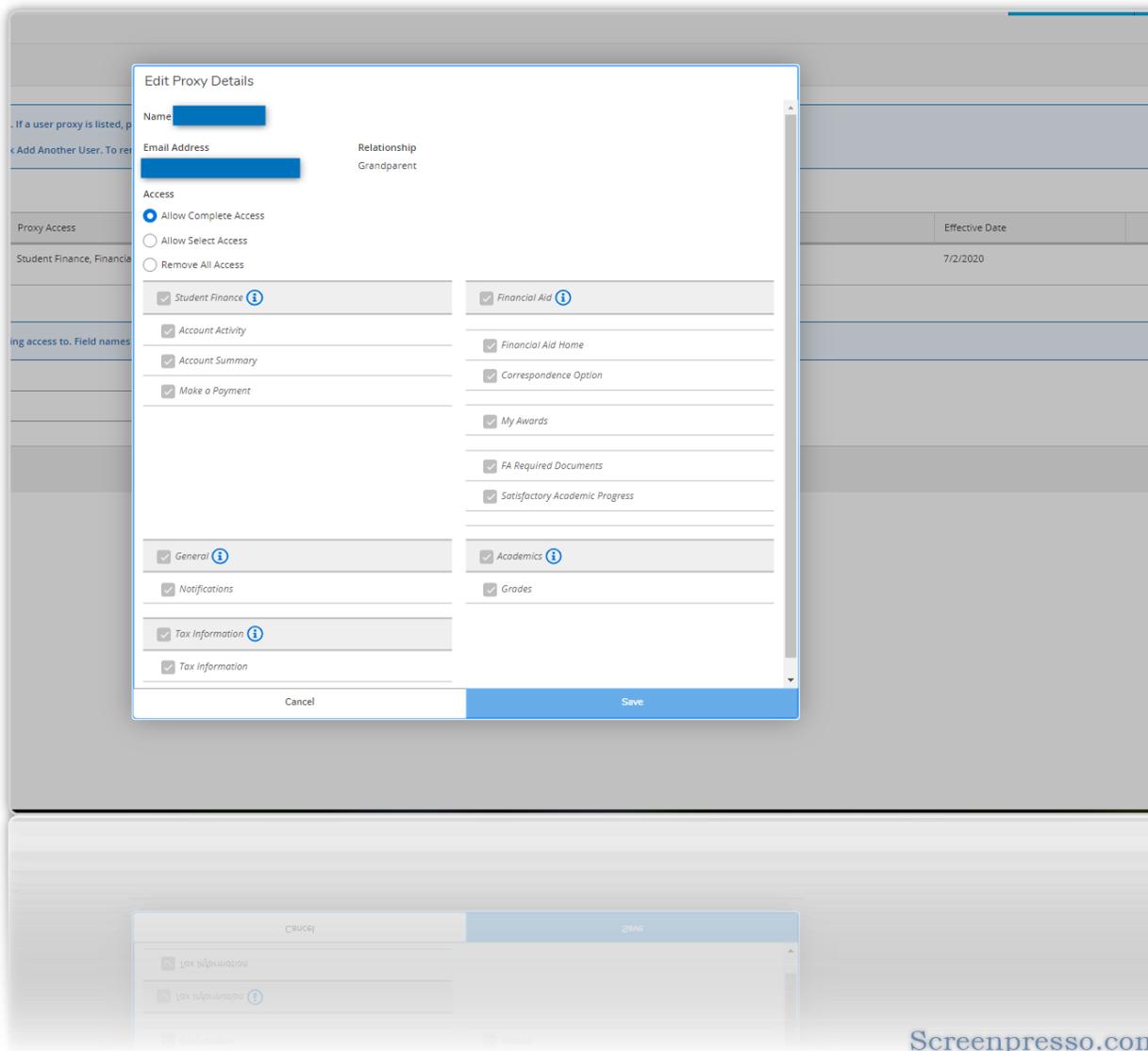
The screenshot shows a web interface for managing proxy access. At the top right, there are links for 'User Options' and 'View/Add Proxy Access', and user controls for 'mmouse', 'Sign out', and 'Help'. The main heading is 'View/Add Proxy Access'. Below this, there is a section for 'Active Proxies' with a message: 'You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.' The 'Add a Proxy' section includes a dropdown menu for 'Select a Proxy' with the option 'Add Another User'. The form contains several required fields marked with an asterisk (*): 'Prefix' (dropdown), 'First Name *' (text), 'Middle Name' (text), 'Last Name *' (text), 'Suffix' (dropdown), 'Former Last Name' (text), 'Email Address *' (text), 'Confirm Email Address *' (text), 'Phone' (text), 'Birth Date' (text with mask 'MM/dd/yyyy'), 'SSN' (text), 'Confirm SSN' (text), and 'Relationship *' (dropdown). At the bottom, there is an 'Access *' section with a radio button for 'Allow Complete Access'.

Edit Access for Proxy User

Allow Complete, Select or Remove access. Save your selection.

Parent will receive two (2) emails from rp3440@holyfamily.edu – 1 with username and 1 with temporary password.

Student will receive email granting, changing or removing proxy access.



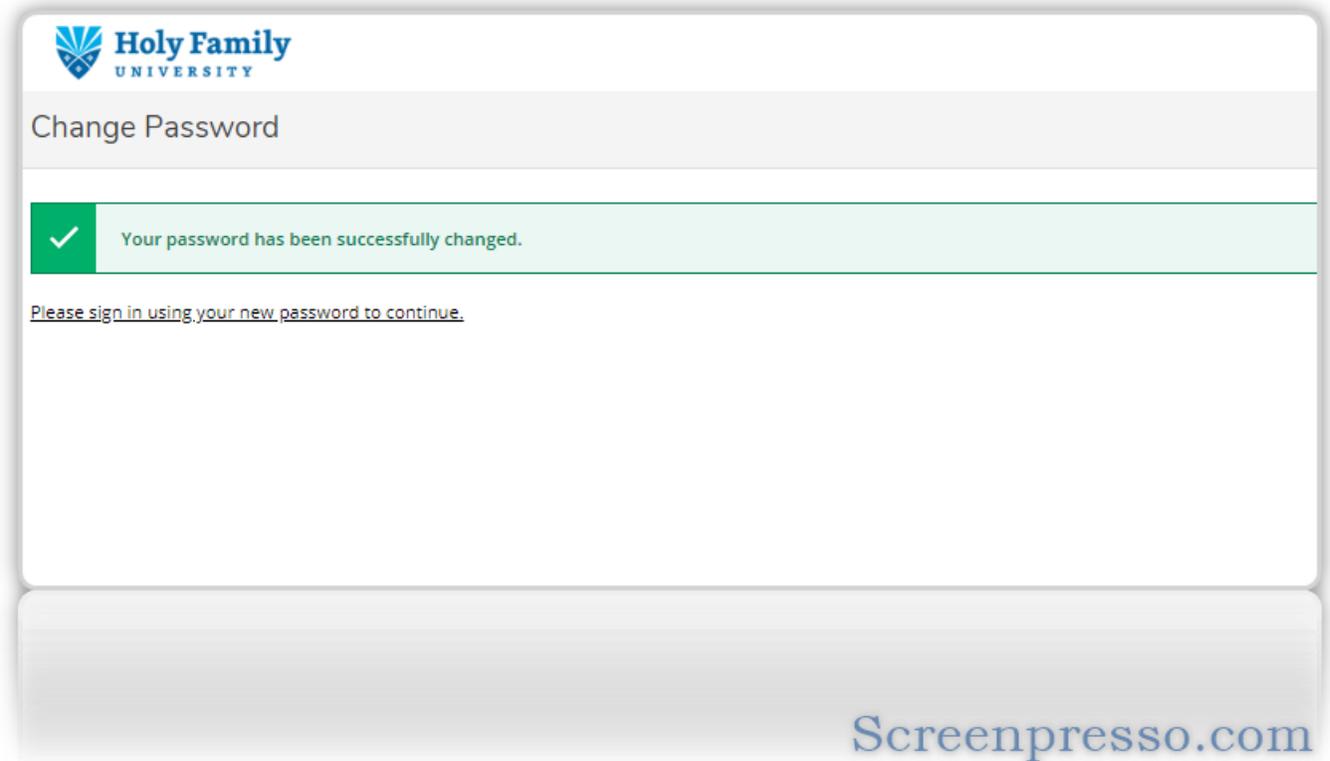
Change Password

Proxy user will need to change password sent to them via email the student entered.

The screenshot shows the 'Change Password' page for Holy Family University. At the top left is the university logo. Below it is the title 'Change Password'. There are two informational messages: a blue one stating 'Please enter your user name, current password, and new password.' and a red one stating 'Your password has expired. Please choose a new password.' Below these are four input fields: 'User name' (with a blue bar), 'Current password', 'New password', and 'Confirm new password'. A blue 'Change Password' button is positioned below the fields. A callout box points to the 'Current password' field with the text: 'Enter the password the same password you received in your email and reset with one you will remember.' At the bottom of the page, there is a footer with a 'Change Password' button, a search bar, and the text 'Screenpresso.com'.

Password Reset Successful

Login into Self-Service with new password.



The screenshot shows a web interface for Holy Family University. At the top left is the university's logo, which consists of a blue shield with a white cross and the text "Holy Family UNIVERSITY" to its right. Below the logo is a grey header bar with the text "Change Password". A green success message box with a white checkmark icon on the left contains the text "Your password has been successfully changed." Below this message is a line of text: "Please sign in using your new password to continue." At the bottom right of the page, the text "Screenpresso.com" is visible.

 Holy Family
UNIVERSITY

Change Password

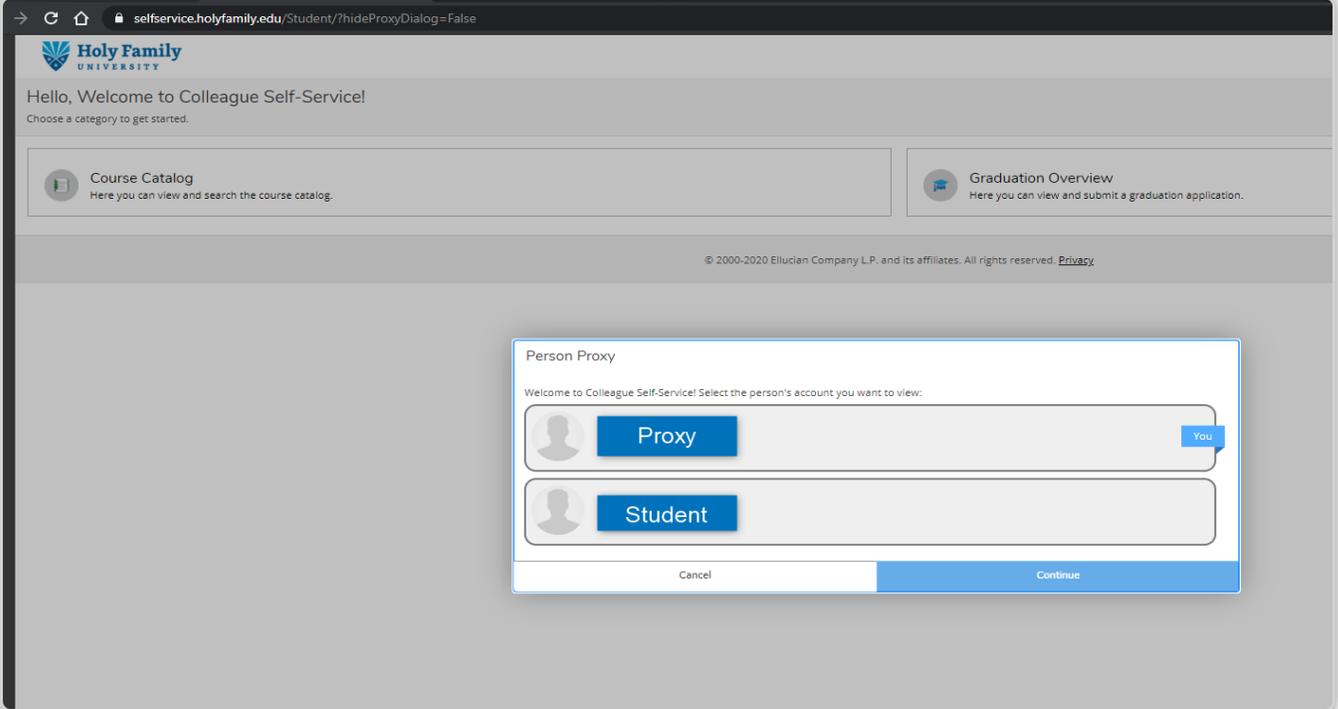
 Your password has been successfully changed.

Please sign in using your new password to continue.

Screenpresso.com

Proxy Access Selection

Proxy will select student name to see student information



The screenshot shows a web browser window with the URL `selfservice.holyfamily.edu/Student/?hideProxyDialog=False`. The page header includes the Holy Family University logo and the text "Hello, Welcome to Colleague Self-Service!". Below the header, there are two main navigation options: "Course Catalog" and "Graduation Overview". A "Person Proxy" dialog box is open in the center of the screen, prompting the user to "Select the person's account you want to view:". The dialog box contains two selection options: "Proxy" and "Student". The "Proxy" option is currently selected, and a "You" label is visible next to it. At the bottom of the dialog box, there are "Cancel" and "Continue" buttons. The background of the page is dimmed, and a "Screenpresso.com" watermark is visible in the bottom right corner.

Proxy View

When proxy clicks on Student they will be able to see what the student has given them access to.

Click on each tile to view further information.

