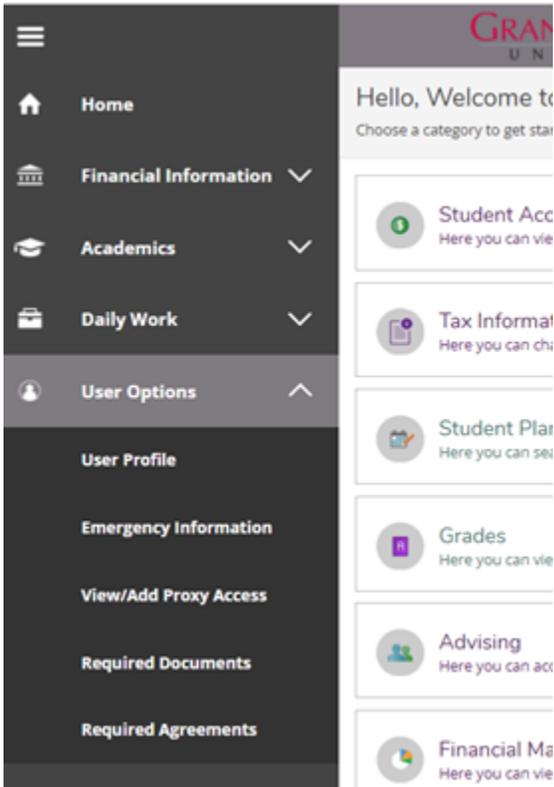


Person Proxy allows you to authorize a parent or anyone of your choosing access to your account, academic record and financial aid information.

### Granting Person Proxy Access

- Proxy access can only be managed by the student. Grand View cannot grant or modify access for a proxy.
- Open Self Service <https://selfservice.grandview.edu/student>
- From the left-hand menu, select “User Options”, “View/Add Proxy Access”



For most students, parental or guardian relationships were established during the application process.

If the person already exists in the “Select a Proxy” drop down under “Add a Proxy”, you may select that person.

User Options · View/Add Proxy Access

### View/Add Proxy Access

Welcome to Grand View University's student proxy feature. With this screen, you will be able to grant a parent/guardian access to numerous features such as university bill viewing and payment View.

#### Active Proxies

Name	Proxy Access	Relationship
Step-Mother A. Student	Academics, Tax Information	Parent
Father B Student	Student Finance, Financial Aid, General, Academics, Tax Information	Parent

#### Add a Proxy

Please select an existing relationship from the list below to grant proxy access to what access you wish them to have. If the person you wish does not appear in the list, select "Add Another User"

Select a Proxy

- Please Select
- Please Select**
- Mother C. Student
- Step-Father D. Student
- Add Another User

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If the person does NOT exist, please select “Add Another User” and the “add person” screen appears for you to fill out the proxy person’s details. Please note required fields noted with an “\*”

### Add a Proxy

Select a Proxy

Add Another User

First Name *	Middle Name	Last Name *
<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>
Email Address *	Confirm Email Address *	Email Type *
<input type="text" value="Email Address"/>	<input type="text" value="Email Address"/>	<input type="text" value="Please Select"/>
Phone	Phone Extension	Phone Type
<input type="text" value="Phone"/>	<input type="text" value="Phone Extension"/>	<input type="text" value="Please Select"/>
Birth Date *	Gender *	Relationship *
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>

After selecting an existing person, or adding a new one, please select the permissions you would like to grant to the proxy user. Read and accept the “Disclosure Agreement” and submit your request for proxy access

Access \*

Allow Complete Access

Allow Select Access

<input type="checkbox"/> <b>Student Finance</b> ⓘ
<input type="checkbox"/> Account Activity
<input type="checkbox"/> Account Summary
<input type="checkbox"/> Make a Payment
<input type="button" value="User Options"/>
<input type="checkbox"/> <b>General</b> ⓘ
<input type="checkbox"/> Notifications
<input type="checkbox"/> Required Documents
<input type="checkbox"/> <b>Tax Information</b> ⓘ
<input type="checkbox"/> Tax Information

<input type="checkbox"/> <b>Financial Aid</b> ⓘ
<input type="checkbox"/> Offer Letter
<input type="checkbox"/> Financial Aid Home
<input type="checkbox"/> My Awards
<input type="checkbox"/> FA Required Documents
<input type="checkbox"/> College Financing Plan
<input type="checkbox"/> <b>Academics</b> ⓘ
<input type="checkbox"/> Grades

Disclosure Agreement

I authorize Grand View University, including but not limited to the Offices of the Registrar, Academic Advising, Business, Financial Aid and my Advisors, to grant the selected accesses with the person(s) such information verbally.

I acknowledge that granting access to the Self Service Portal is the lone option for duplicate bills to be viewed.

I understand that this authorization will be in effect until revoked by me utilizing the “View/Add Self Service Proxy Access” screen, or my and my proxies accounts are de-activated according to the Gra

I authorize the institution to disclose my information to this party

Remove proxy access

To remove proxy access to your account, go to the “View/Add Proxy Access” page.

Click on the  next to the name you want to modify in the “Active Proxies” list.

The “Edit Proxy Details” dialog will appear and you may add or remove permissions as you want.

### Communications

1. All persons being granted proxy access will need their own Grand View University account to access Self Service Proxy. One person/account can access multiple student accounts (i.e. A parent with multiple students attending Grand View simultaneously can access each student’s information with just one account)

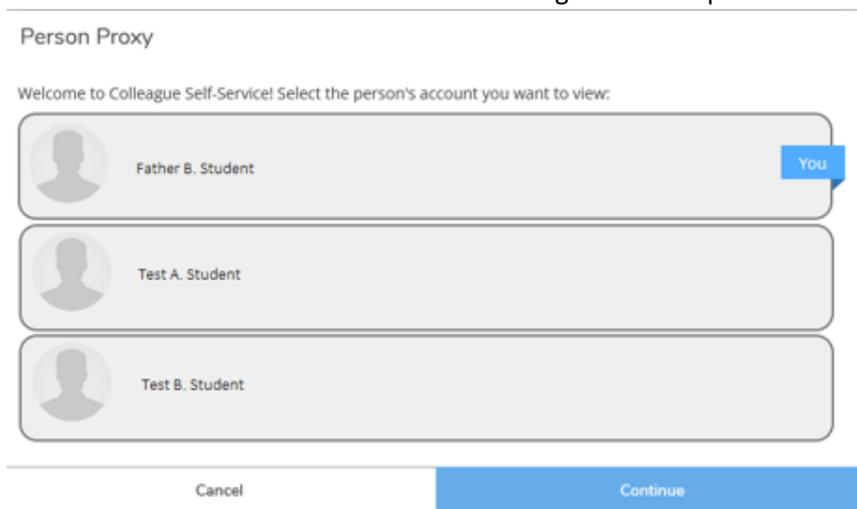
Generally, unless a person has been granted proxy access previously (relationship to a different current student), is a student themselves or is a Grand View employee or contractor, an account will need to be created. This process can take up to 24 hours. An automated email will be sent to the new proxy user when their account has been created, and will contain their Grand View University credentials, how to complete their account creation and how to access the Self Service Proxy access.

If the person to whom access is being granted already has an account with Grand View University, they will have immediate access to Self Service Proxy using their current credentials.

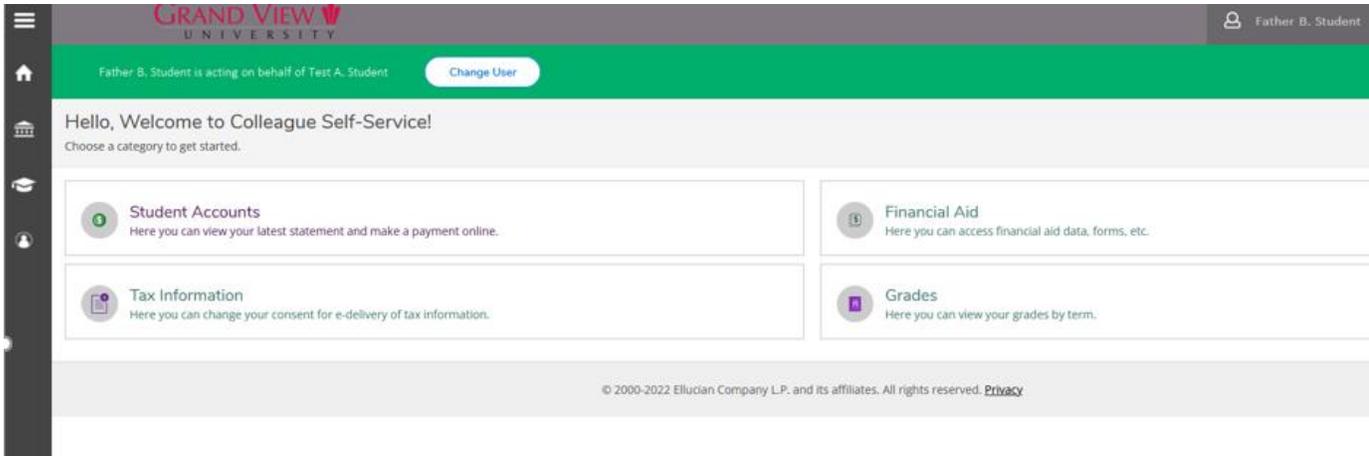
2. When a student grants, changes, or removes access to a proxy user, both the student and the person will be notified. The student to the @grandview.edu account and the proxy user to the personal email address they had their account created under.

### Proxy User

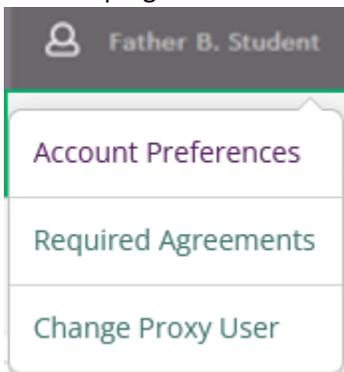
- Grand View University requires all users utilize Two-Factor Authentication (2FA). This means that you are required to provide a secondary means of verification other than your username and password combination.
- At the initial login for a new account, users will be required to provide a phone number or email where a passcode can be periodically sent to verify the user’s identity. This will also be used in case of a forgotten password.
- Once logged in, the proxy user will be taken to the proxy selection screen where they can select which account they would like to view. You should see at least two options as Proxy Users are also able to log in as themselves to submit contact information changes for example.



- Once a selection is made, they proxy user will be shown a menu of the accesses they have been granted by the student. The student they are viewing will be denoted in a green bar near the top of the screen. This is also where the proxy user may change which user they would like to view.



- **If you see a blank screen you are likely logged in as yourself and not your student.** Click on your username in the top right corner and select “Change Proxy User” to get back to the main proxy selection prompt.



- From there you can choose your student.