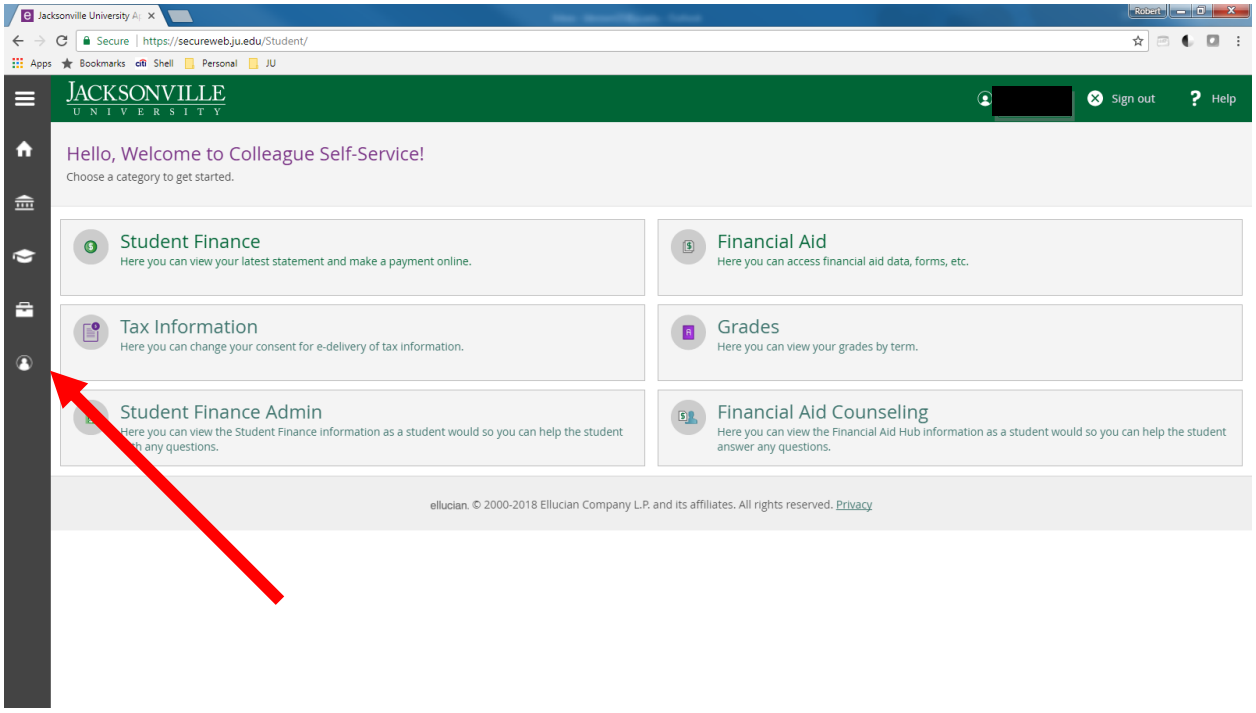
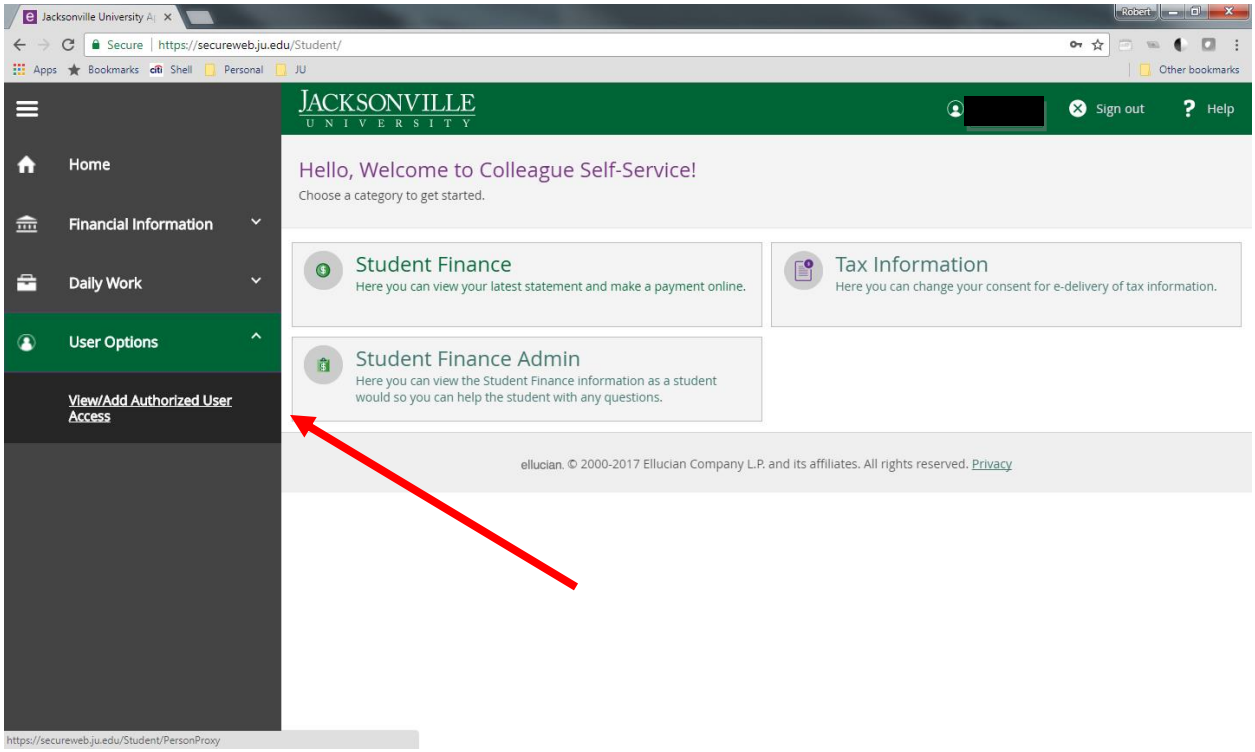
Giving Access to an Authorized User

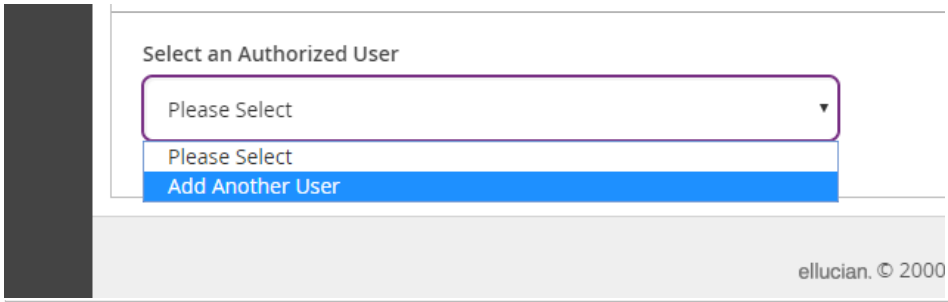
1. Log in to Self service as student.
2. Click on “User Options” to expand the menu bar

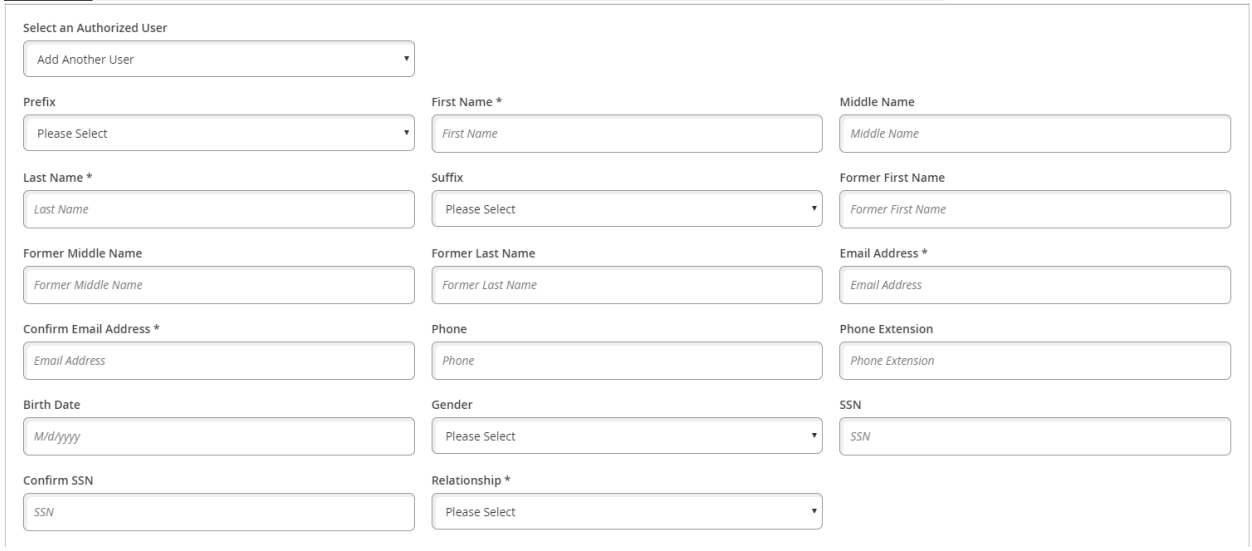


3. Select “View/Add Authorized User Access”

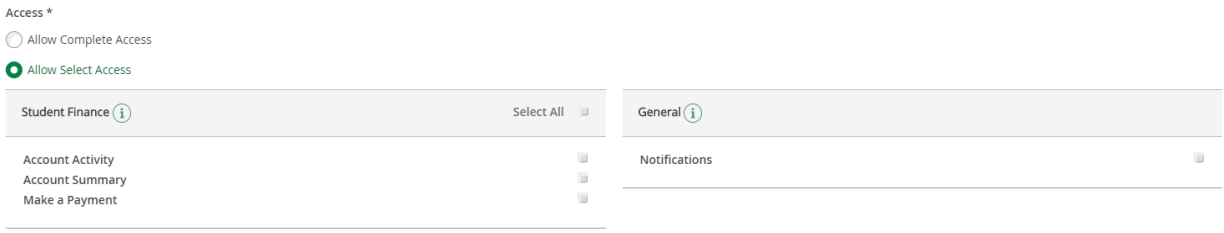


4. Then you can add a proxy by selecting an authorized user or adding a new authorized user.

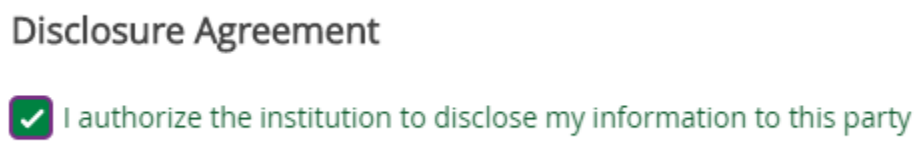




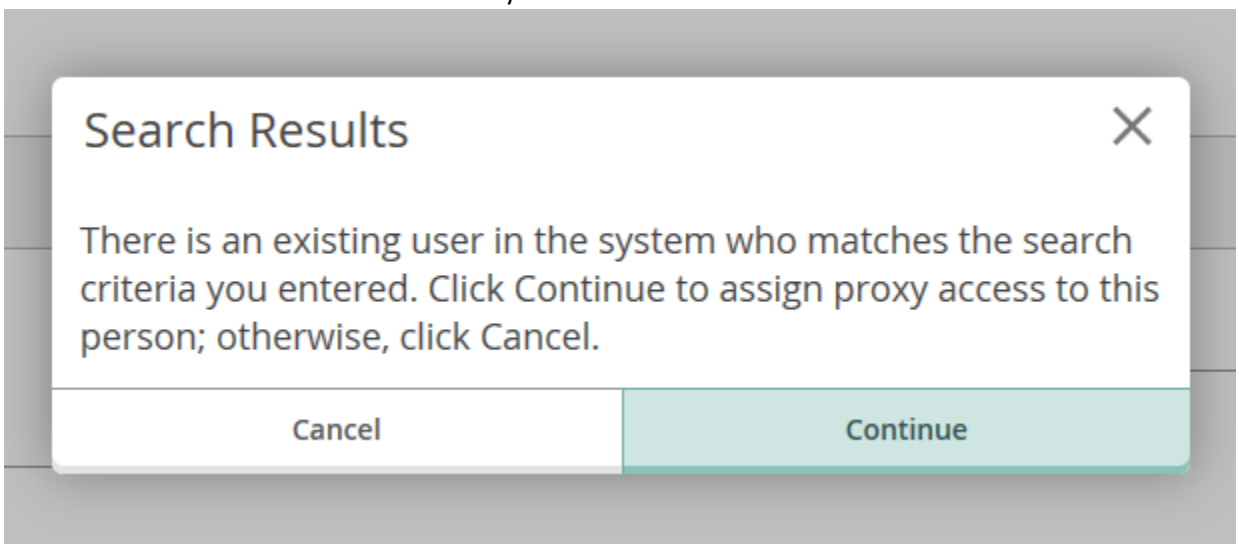
5. Once you have entered their demographic information, you will need to select what information you would like to give them access to.



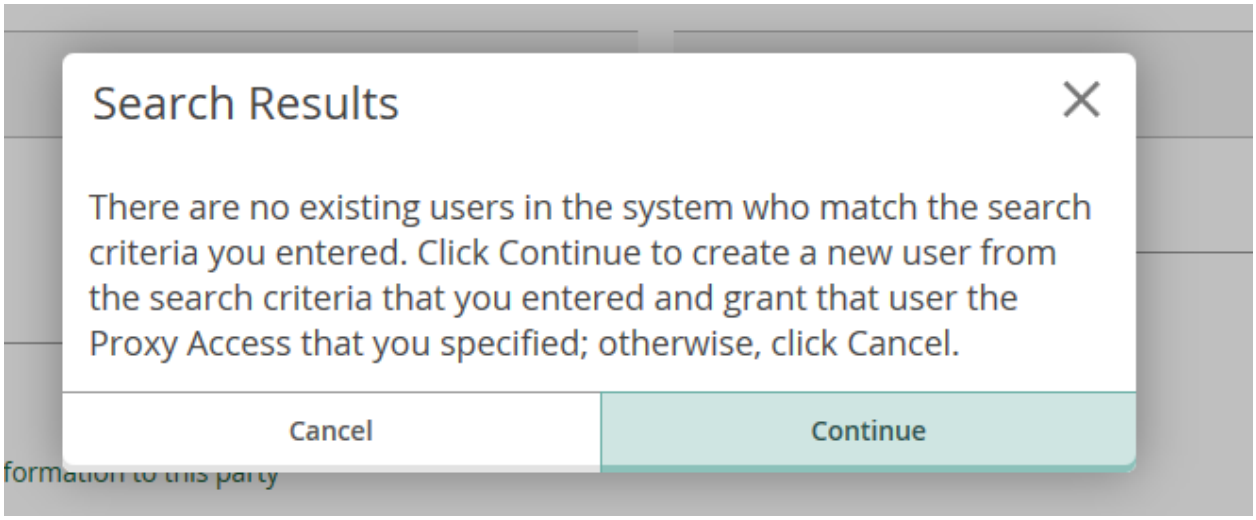
6. Make sure you check the box under the disclosure agreement and submit.



7. After you submit the information, you will have to re-enter your password to confirm your request.
    a. If you get an error message that says the user already exists then click “continue” and your Authorized User will need to be validate by JU.



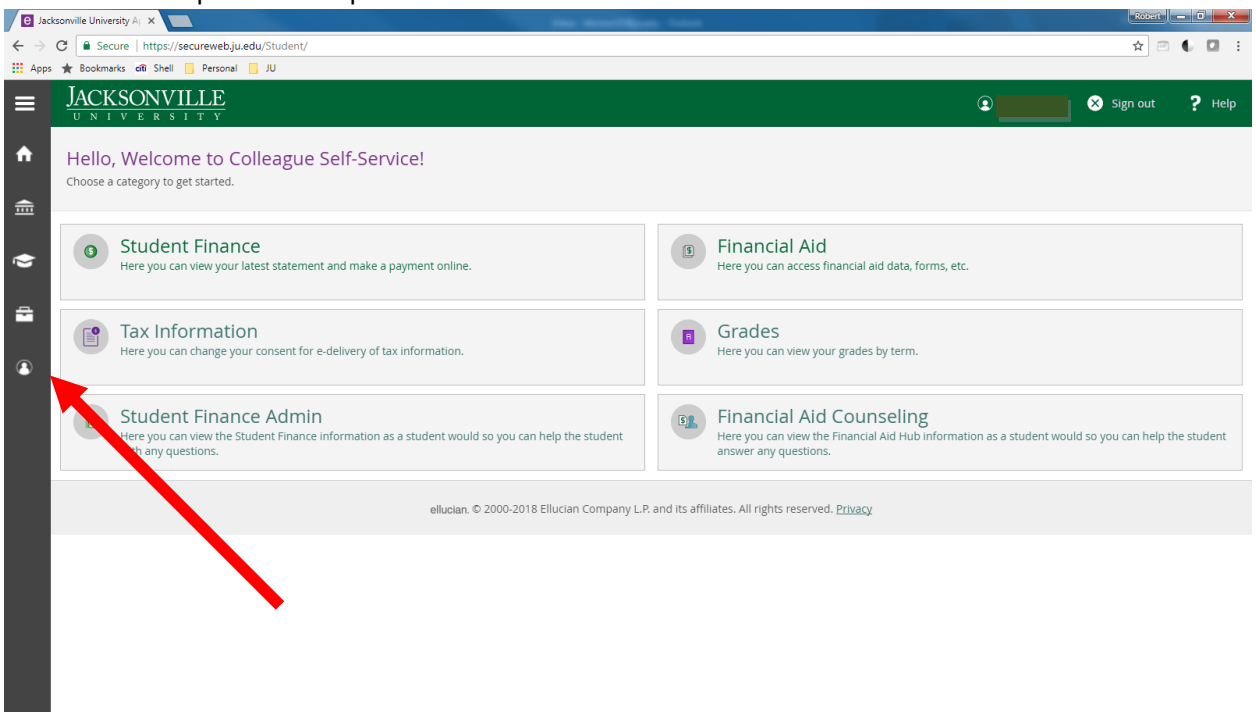
    b. If you get a message that says no existing user then click “Continue” and your Authorized User will receive their username and password by email shortly.



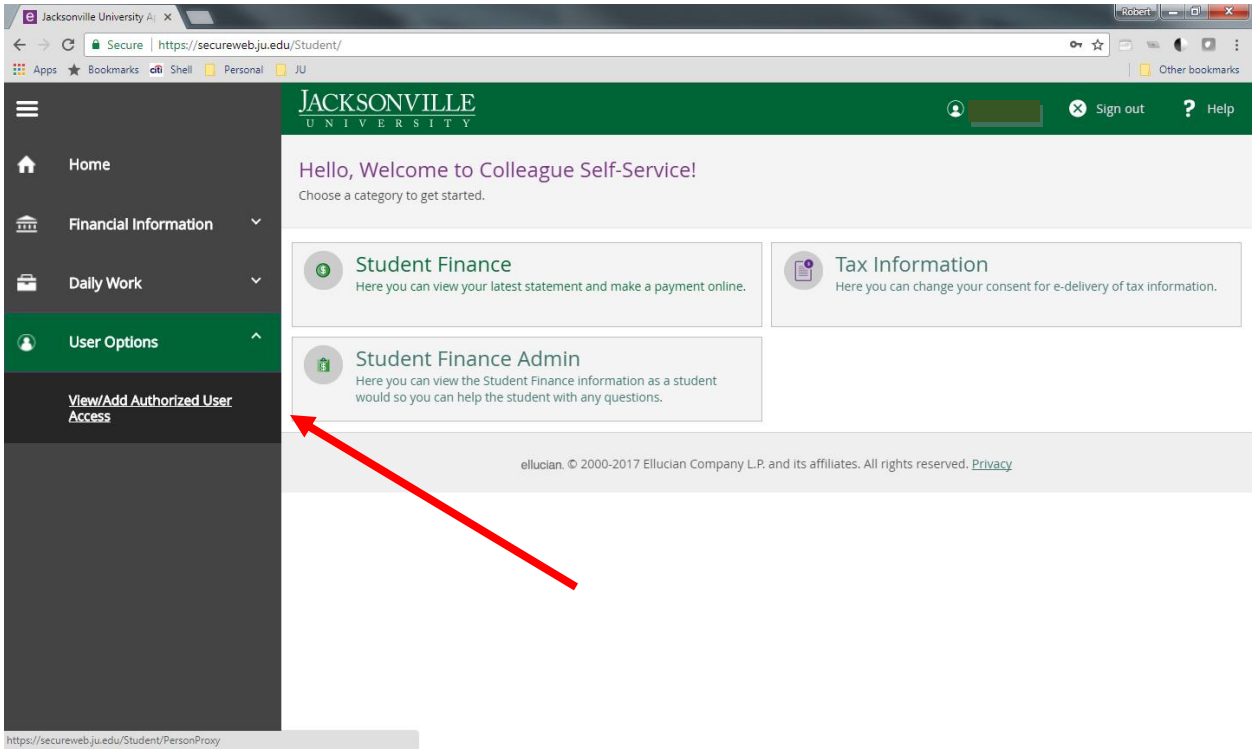
8. Once you give an authorized user permission, they will receive two emails. The first email will include their username and the second email will include their temporary password.

Updating/Removing Access:

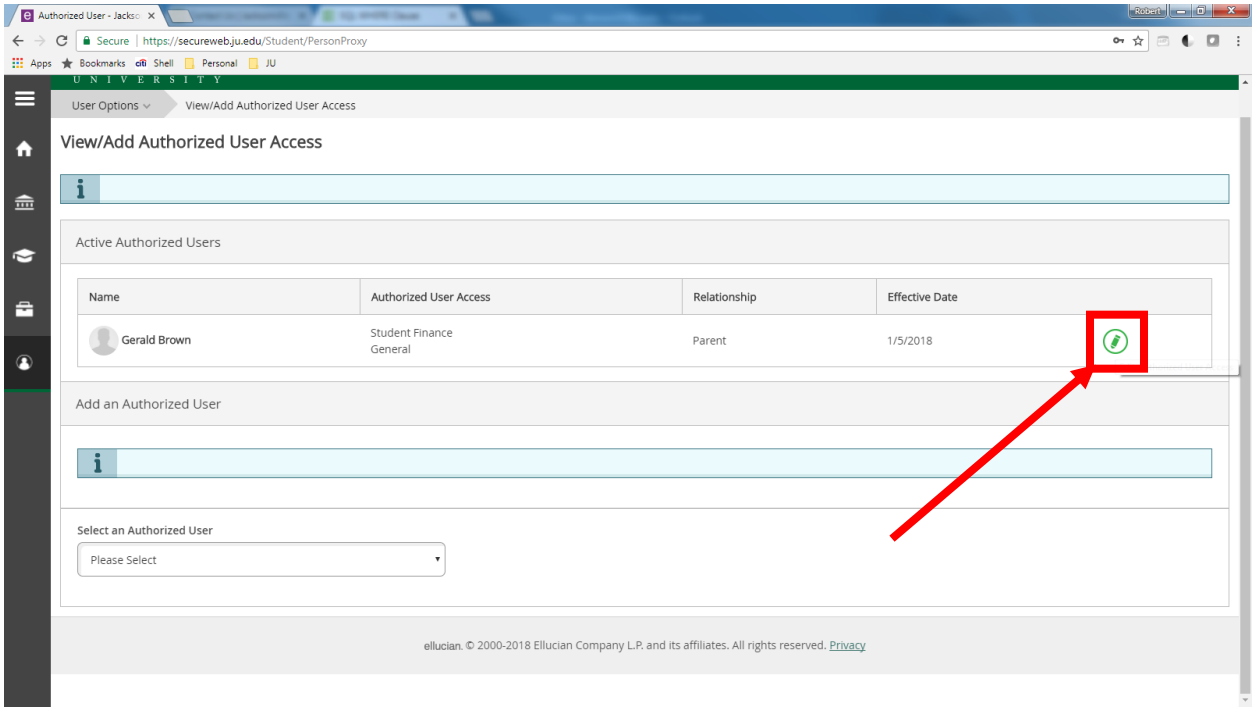
1. Log in to Self service as student.
2. Click on “User Options” to expand the menu bar



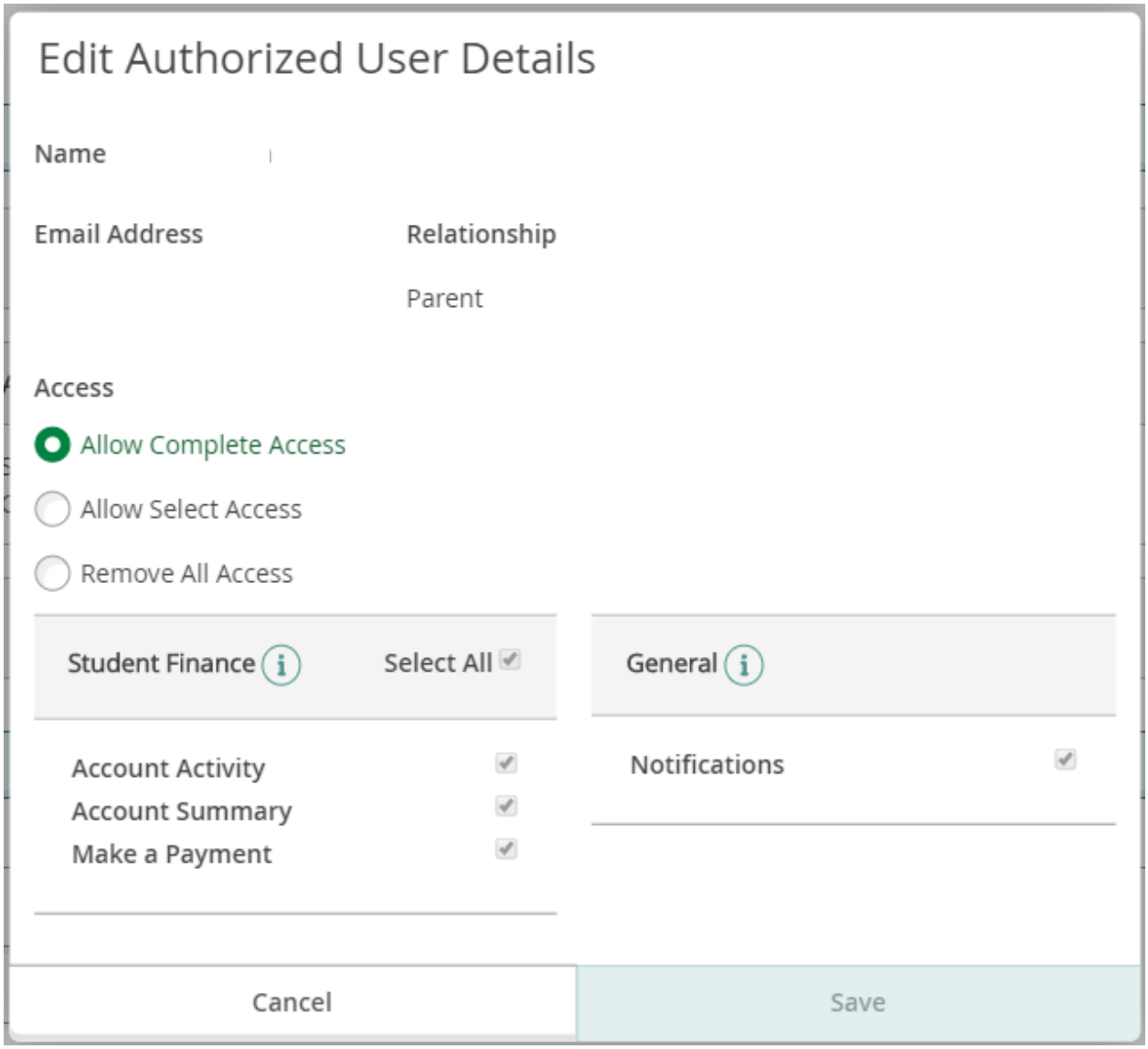
3. Select “View/Add Authorized User Access”



4. Select the Pencil Icon on the right side of the Authorized User whose access you want to edit



5. Update the permissions for the Authorized User



6. Click “Save”