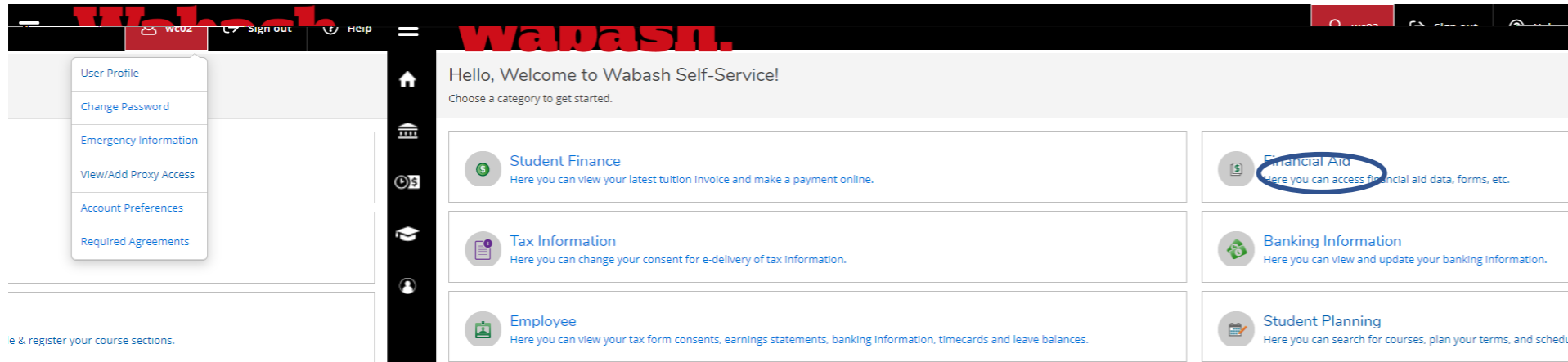




## ASSIGNING PROXY ACCESS

1. Log in to Wabash Self Service with Wabash user ID and password.
2. On Self Service landing page, click on your Wabash user ID at top right, and select "View/Add Proxy Access" from drop down menu.



In the Add a Proxy section, select "Add another user" from the drop-down menu.





## ASSIGNING PROXY ACCESS

4. Fill in your proxy's information, including name, email address, and relationship to student. Select an access level – either “Allow Complete Access,” or check the boxes for the items of information you want to share. When finished, click Submit. Repeat this process for any additional proxies you wish to add.

The screenshot shows a web form titled "Add a Proxy". At the top left, there is a "Select a Proxy" dropdown menu with "Add Another User" selected. Below this are input fields for "First Name", "Last Name", and "Suffix". Further down are fields for "Email Address" and "Confirm Email Address", along with a "Gender" dropdown menu. A "Relationship" dropdown menu is also present. Under the "Access" section, there are two radio buttons: "Allow Complete Access" (unselected) and "Allow Select Access" (selected, circled in blue). Below the form, there are two main sections: "Student Finance" and "Financial Aid". Each section has several checkboxes for selecting specific areas of access. At the bottom of the form, there are "Cancel" and "Submit" buttons. A blue oval is drawn around the "Submit" button.

5. Your proxies will receive an email from Wabash with an assigned user ID and temporary password, letting them know that have been given proxy access by the student. They will have to change their password after their initial log in.