Proxy Instructions

Log in to your MyUE portal. If you have not yet deposited or are not currently an enrolled student, please skip to step 5.

1. Select the Self-Service link under Preferred Links.

2. Once in Self-Service, click on your name and choose View/Add Proxy Access.
3. On the View/Add Proxy screen, select the parent to whom you want to grant access.

4. On the Active Proxies screen, select **Allow Complete Access** to grant access to all Student Finance (billing statements) and Financial Aid screens in Self-Service. If you don’t want to grant full access, select **Allow Select Access** and then place a check mark next to the screens/information for which you do want to grant access. Read the Disclosure Agreement, check the “I authorize” statement, then **Save**.

The person to whom you granted access will receive an email with his/her Username and Password and will be able to access your information that same day.
5. To add someone not already listed in Select a Proxy, select WebAdvisor for Students.

6. Then select Proxy and Parents Information and My Proxy Users.
7. Choose **ADD NEW**.

8. Enter requested information and click **Accept**.
9. Once you have submitted new or updated parent/proxy information, the following screen will display. Once the submitted proxy is verified, you will receive an email stating that the user is available for Proxy access. At that time, you will need to complete Steps 1 through 5 in order to grant access to the information screens. Your proxy will then receive an email with his/her Username and Password.