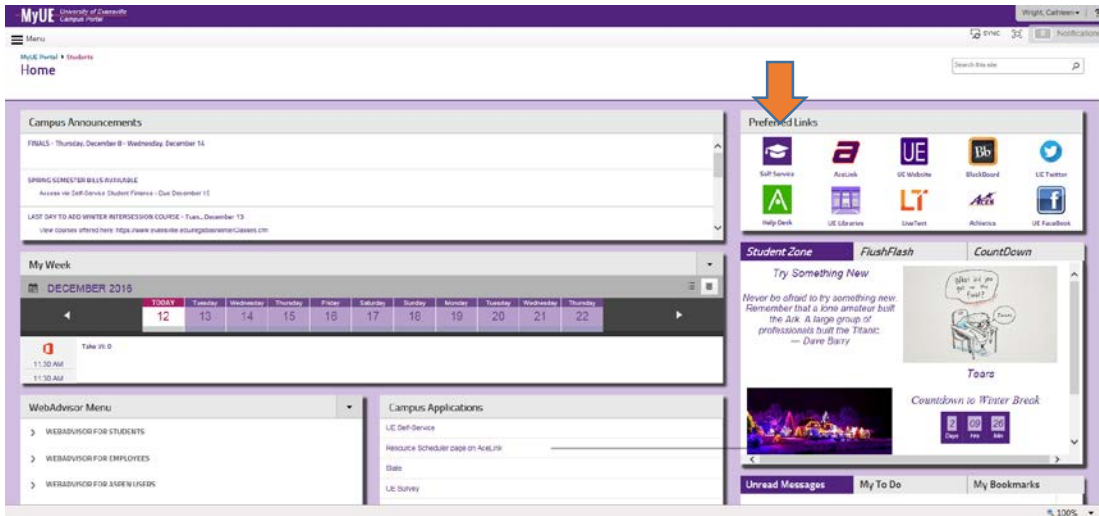


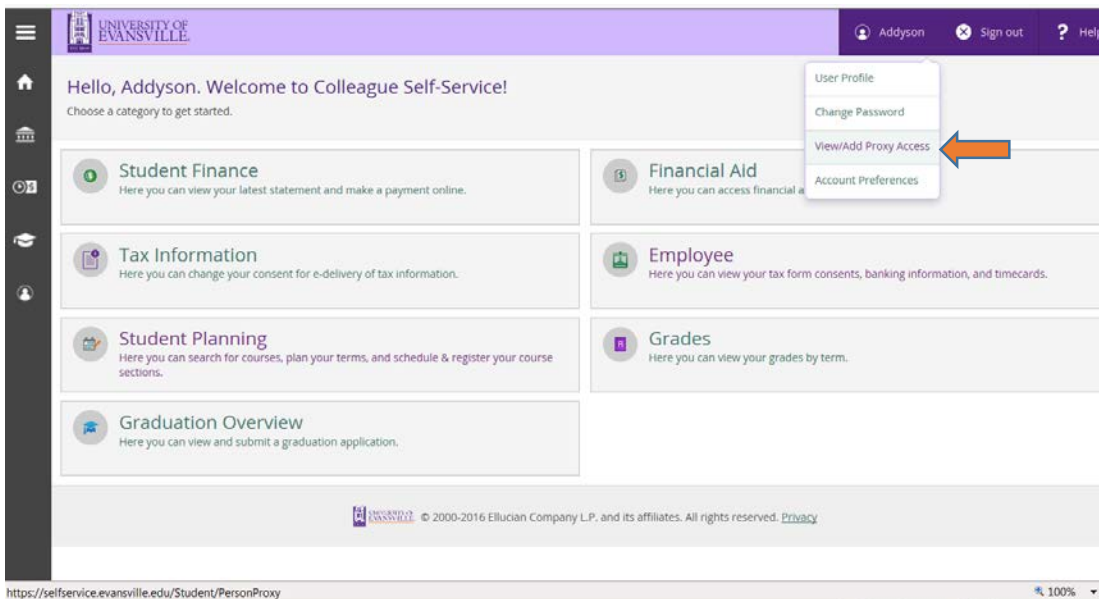
Proxy Instructions

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

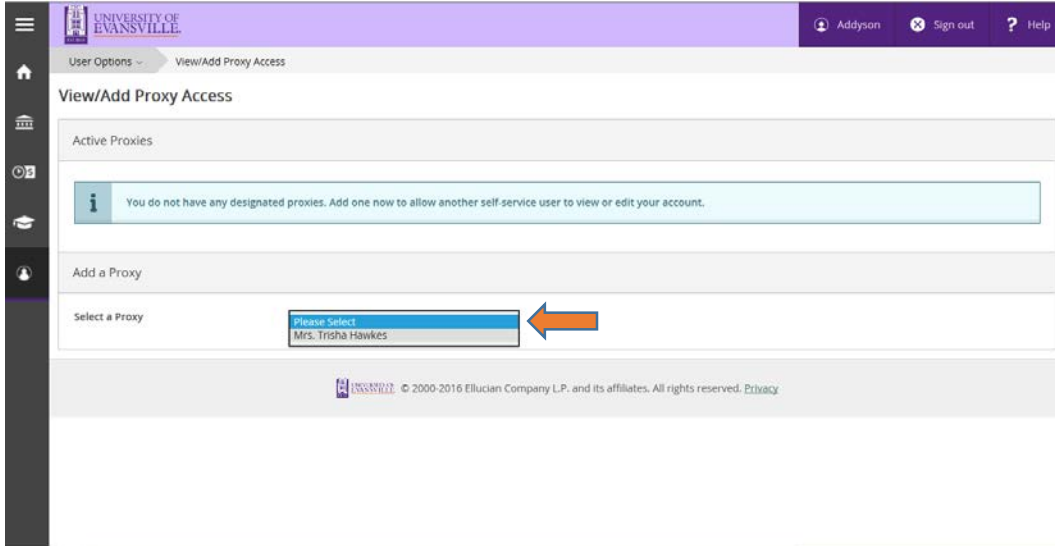
1. Select the **Self-Service** link under Preferred Links.



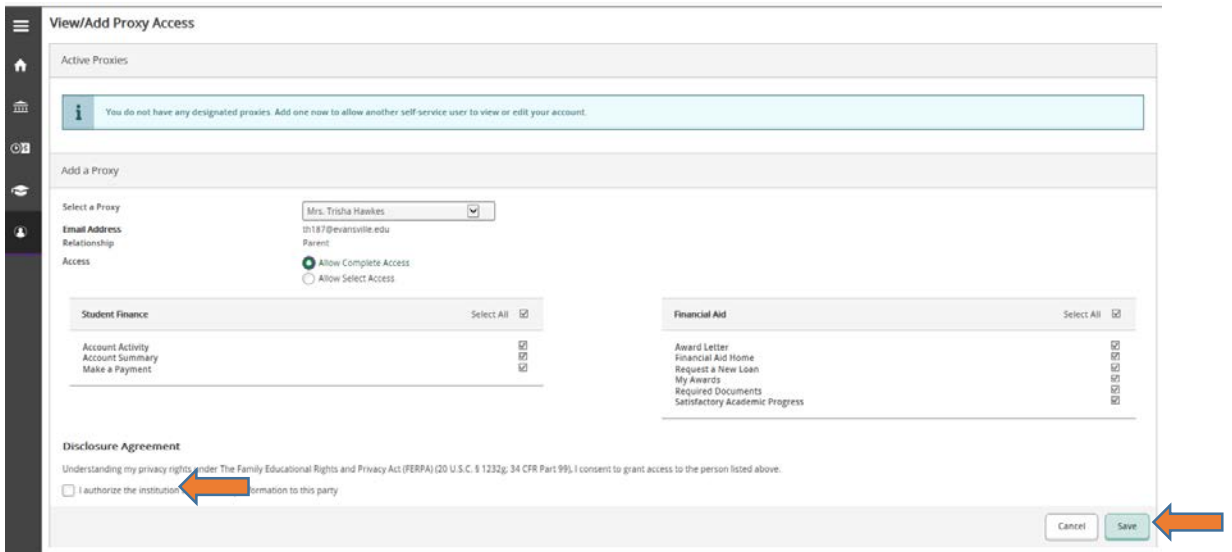
2. Once in Self-Service, click on your name and choose **View/Add Proxy Access**.



3. On the View/Add Proxy screen, select the parent to whom you want to grant access.

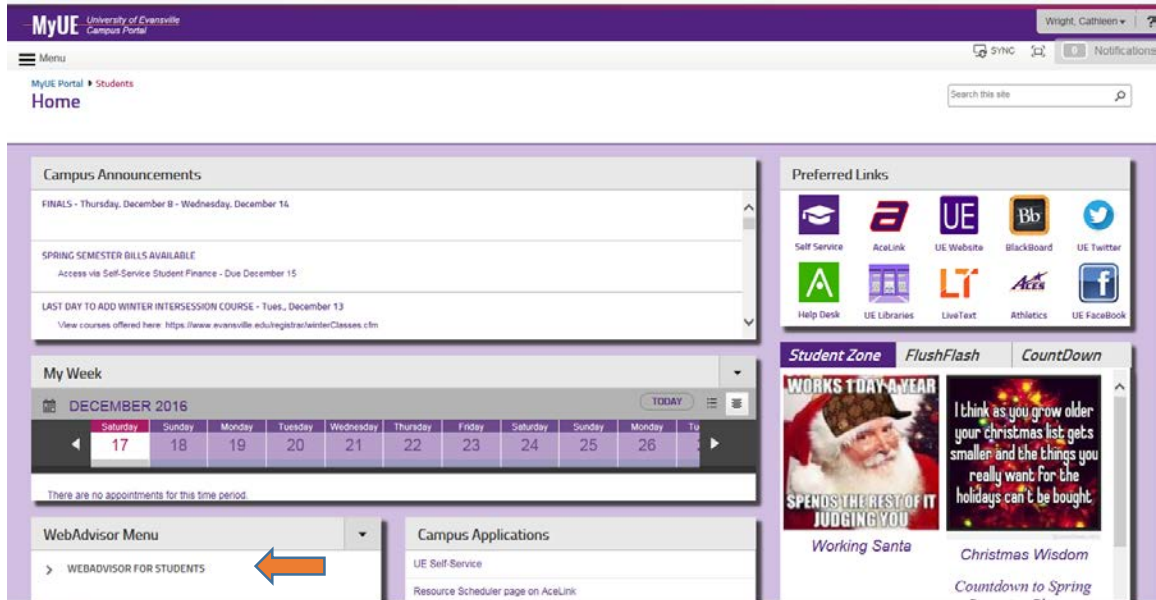


4. On the Active Proxies screen, select **Allow Complete Access** to grant access to all Student Finance (billing statements) and Financial Aid screens in Self-Service. If you don't want to grant full access, select **Allow Select Access** and then place a check mark next to the screens/information for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

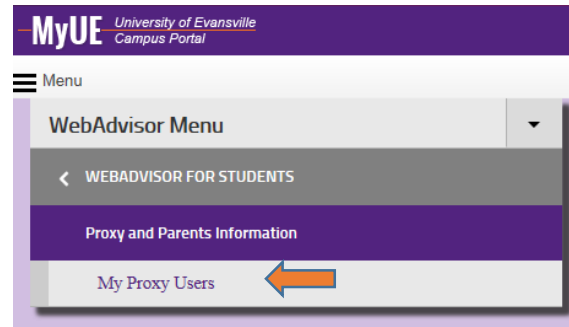
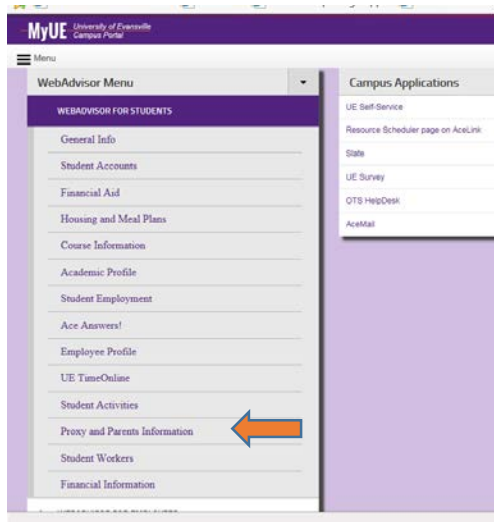


The person to whom you granted access will receive an email with his/her Username and Password and will be able to access your information that same day.

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**.

MyUE University of Evansville Campus Portal

Wright, Cathleen | ?

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MyUE Portal | Students

WebAdvisor

Search this site

My Proxy Users

WEBADVISOR FOR STUDENTS

Proxy and Parents Information

My Proxy Users

My Proxy Users

Help

Before adding a new proxy user, please take a moment to look at the currently available choices under the Self-Service Proxy page. Please go to Self-Service Proxy Assignments first. If the person to whom you are intending to grant access is not listed, then please return here and select **ADD NEW**.

To add someone to act as a proxy on your behalf, click **ADD NEW** and enter all the required information. Once this information has been verified, you will receive an email and the new user will be available as a proxy within Self-Service.

NOTE: Once an individual has been added, it may take up to 72 hours for the data to be verified and the user is available in Self-Service.

| Name | Email | Status |
|--------------------------------|-------|--------------------------------------------|
| Rowie Wright | | Missing information - click name to update |
| Edwina Ramczyk | | Missing information - click name to update |

Add New Proxy

ADD NEW

SUBMIT

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8. Enter requested information and click **Accept**.

MyUE University of Evansville Campus Portal

Wright, Cathleen | ?

Menu

Proxy and Parents Information

My Proxy Users

My Proxy Users

First Name* Last Name*

Trisha Howles

Email Address*

th187@evansville.edu

Confirm Email Address*

th187@evansville.edu

Birth Date* Home Phone Number* Relation Type*

12/25/1983 812-111-1111 Parent

Home Address*

1800 Lincoln Ave

City* State Zip

Evansville Indiana 47722

Country (PLEASE LEAVE BLANK IF 'US')

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.

My Proxy Users ×

[Go back](#) [Help](#)

Before adding a new proxy user, please take a moment to look at the currently available choices under the Self-Service Proxy page. Please go to [Self-Service Proxy Assignments](#) first. If the person to whom you are intending to grant access is not listed, then please return here and select **ADD NEW**.

To add someone to act as a proxy on your behalf, click **ADD NEW** and enter all the required information. Once this information has been verified, you will receive an email and the new user will be available as a proxy within Self-Service.

NOTE: Once an individual has been added, it may take up to 72 hours for the data to be verified and the user is available in Self-Service.

| Name | Email | Status |
|-------------------------------|----------------------|--------------------------------|
| Trisha Hawkes | th187@evansville.edu | Submitted but not yet verified |

Add New Proxy

[ADD NEW](#)