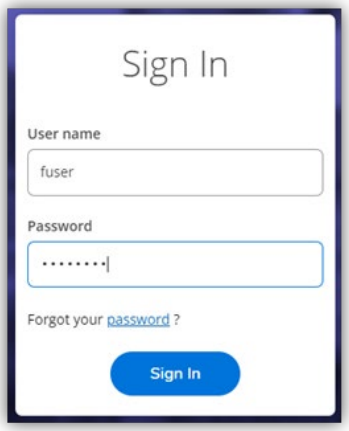
Self-Service Login For Proxy Users

Your student has granted you permission to access their account or tax information at the University of Evansville. As of July 1st, 2025, there will be a slight modification to the procedure you'll use to login. We are taking these steps to ensure your information and your student's information remains secure, and to ensure we remain in compliance with governmental regulations regarding the privacy of student information.

New Login Prompt

If you've used the system before, you're familiar with the login screen containing both username and password prompts.
The initial prompt will now only ask for your username first.

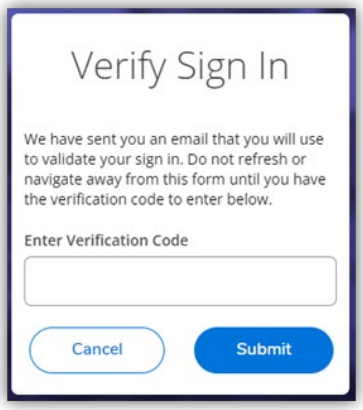
username and clicking "Continue", the appear. Enter your password and click



Upon entering your password prompt will "Sign In".

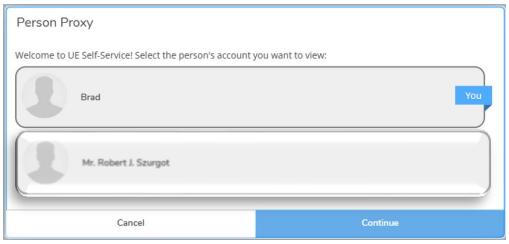
Email Validation

After entering your password, a new "**Verify sign in**". This multi-factor prompt asking you to authentication method is precisely how we're adding another layer of protection to the information.



The prompt lets you know that an email was sent to the primary email we have on account for you in our systems. Please look in your email inbox for that email, sent from waassist@evansville.edu and the **Verification Code** it contains.

Copy & Paste that verification code into the Self-Service Verification prompt and click Submit.

Choosing Student to Proxy As

Once you've successfully logged in, Select the Student, not yourself, to ensure you're acting as the student in our system. All the information in our system is in the student's name.