

Student Instructions: How to Give Proxy Access

Please follow these steps in order to set up proxy access.

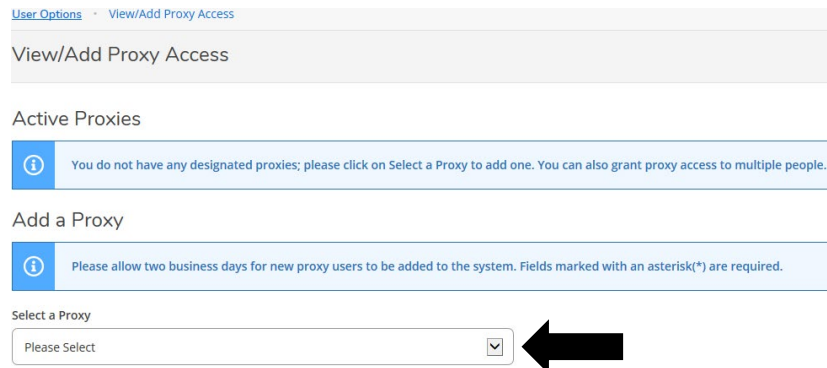
1. On the Self-Service Menu on the SUNOW portal (<https://now.stevenson.edu>), click “Assign Proxy Access”.



2. On the “View/Add Proxy Access” screen, select the name of the person to whom you would like to grant access from the “Select a Proxy” drop down box.

*If the name of the person to whom you wish to grant access is not listed, select “Add Another User” from the drop down box. Provide the requested information and continue with step 3 below. Required fields are marked with an *.*

Please allow 2 business days for this request to be processed.



3. On the Proxy Page, complete all required fields so that the proxy can receive information regarding a username and password.
4. Carefully review the sections of your educational record to determine which access you wish to give.
 - You can select “Allow Complete Access” to allow your proxy access to all listed areas of your record, or you can select the particular areas to which you want to allow access.
 - To authorize your proxy to Make a Payment and/or view Account Activity, you must select “Student Finance.”
 - Your student schedule is also available under “Account Activity”.
 - Once Proxy Access is granted, the proxy can see the specified information in Self-Service, and the University is authorized to speak about this information to the proxy.
5. Read the Disclosure Agreement, check the box authorizing the institution to disclose information to your proxy, and click “Submit”.