# Parent/Person Proxy Instructions

Please note: student authorization is required for Parent (Proxy) Access per the Family Educational Rights and Privacy Act (FERPA). If you are unable to access your student's information through Self-Service, please contact the student to set-up authorization. If you previously had parent/guardian access via WebXpress, your student will need to complete the Self-Service process to grant proxy access.

1. When your student has granted you proxy access, you will receive an email at the address that the student entered on the proxy screen.
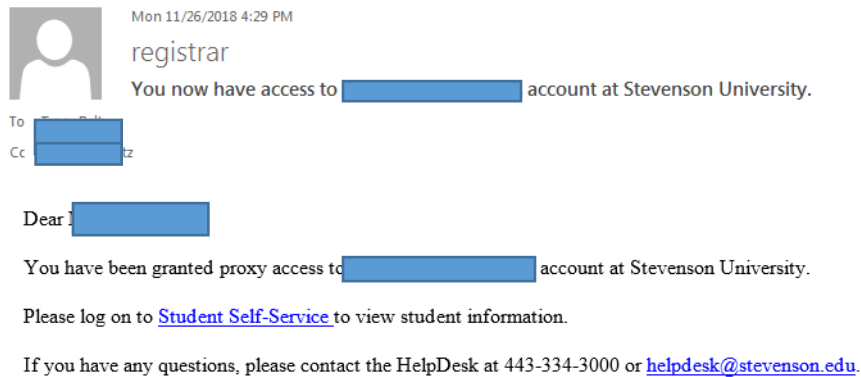
2. You will receive two additional emails containing information regarding your username and temporary password. This process can take up to two days.
3. Sign in to Student Self-Service with your username and password. A link to Student Self-Service is in the email that you received.
4. Select your student's name to access their account. You must select the Student Name to view the content of their educational record to which you have been given proxy access. This may include Grades and/or Student Finance.
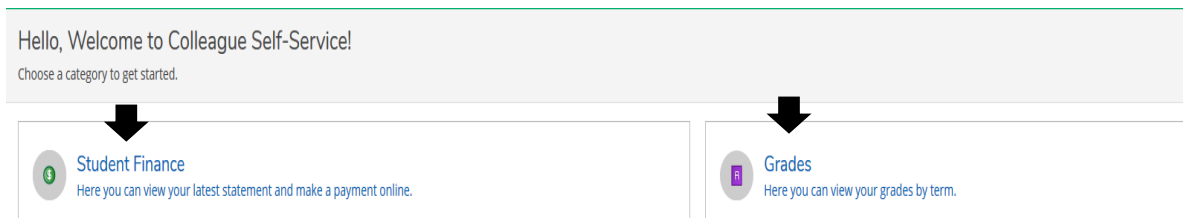
- You can see your student's mid-term and final grades by clicking on the "Grades" link at the top of the page.
- You can find your student schedule of classes by clicking on Student Finance link at the top of the page and selecting "Account Activity".

- Select the appropriate term – the traditional spring 2019 semester is called the "Spring 2019 Reporting Term".
- On the right side of the page, you can "View Statement". Your student's schedule of classes is located at the top of the PDF.

5. Please see the following statement as an illustration of this information.

To Print use the "View Statement" button on the right.

PAGE 1 OF THE DETAILED VIEW STATEMENT:

⚠ **Alert:** Traditional Undergradute Students Spring 2019 balances are due by December 14, 2018. SU Online Students please refer to Enrollment Calendar; balances due the first Friday after each course begins.

Term Spring 2019 Reporting Term - Balance: $7,844.00 ▾   ➡ 🗎 View Statement

| Charges $24,789.00 | − | Payments $100.00 | − | Financial Aid $16,845.00 | = | Balance $7,844.00 |

(Collapse All)

| Charges | $24,789.00 | ∧ |

| Tuition | $16,845.00 | ∧ |

Section	Course Title	Billing Credits	CEUs	Days	Times	Classroom	Instructor	Status
ART-106-ONE1	Introduction to Art History	3.00		M	6:00-8:50 PM	Manning Academic Center S313	J. Strasbaugh	New
BIO-203-ON2	Microbiology	4.00		MWF	10:00-10:50 AM	Manning Academic Center S234	S. Singh	New
MATH-135-OM3	Intro to Math Reasoning	3.00		TuTh	12:30-1:45 PM	School of Business Leadership 307	K. Levine	New
PSY-260-ON1	Behavioral Approaches to Chge	3.00		MW	3:30-4:45 PM	Manning Academic Center S233	H. Smith	New
SOC-101H-OM1	Honors Intro to Sociology	3.00		TuTh	2:00-3:15 PM	School of Business Leadership 303	M. Sam	New