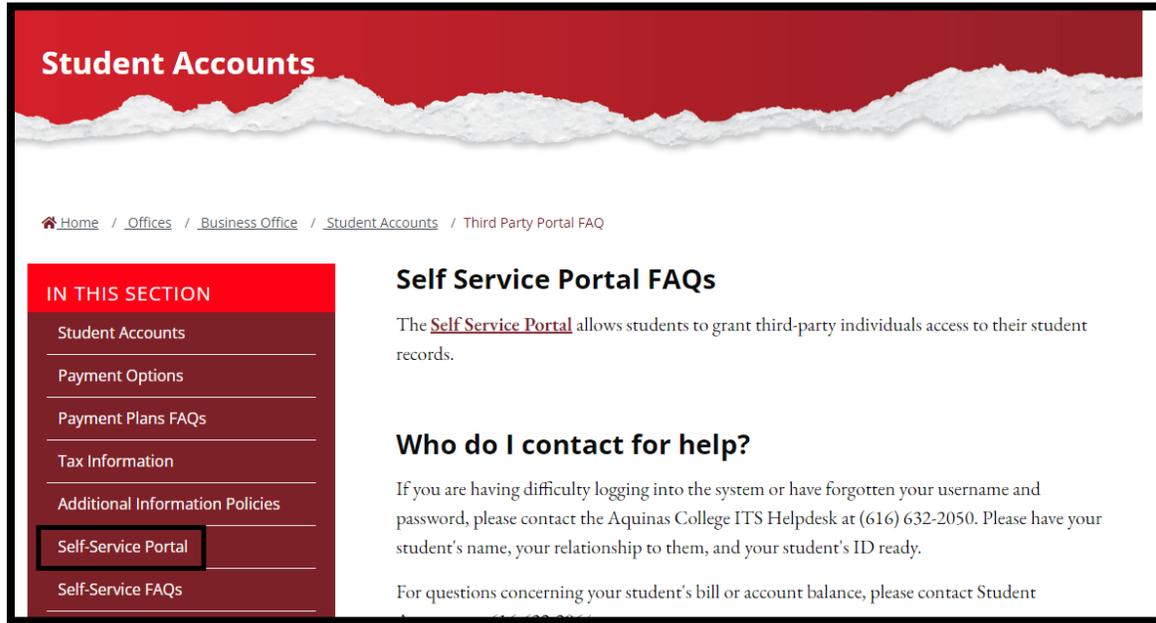


## Access your Student's Self Service Record – Proxy

**\*\*Your student must first provide you with proxy access to their account before you can complete these steps. Proxy (third-party) permissions can be full, partial, or none. Students are NOT required to grant proxy (third-party) access, and students can add, remove, or edit the permissions granted to a proxy (third-party) at any time.\*\***

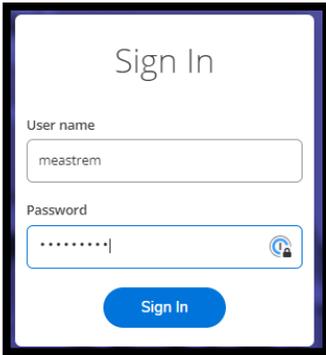
- 1) To access this service, visit <https://www.aquinas.edu/offices/business-office/student-accounts/index.html> and click on the 'Self Service Portal' link on the left side of the page.



- 2) Log-in using the username and password provided to you via the email from [MyAQThirdPartyPortal@aquinas.edu](mailto:MyAQThirdPartyPortal@aquinas.edu)
  - a. Enter username and click 'Continue'

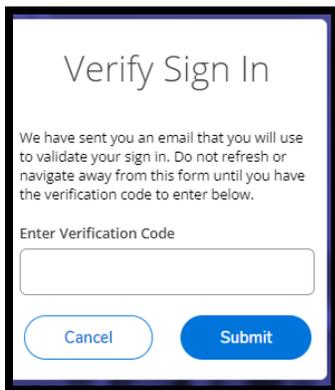
The screenshot shows a 'Sign In' form. The title 'Sign In' is centered at the top. Below it is a label 'User name' followed by a text input field containing the username 'meastrem'. Below the input field is a blue button with the text 'Continue'.

b. Enter password and click 'Sign In'

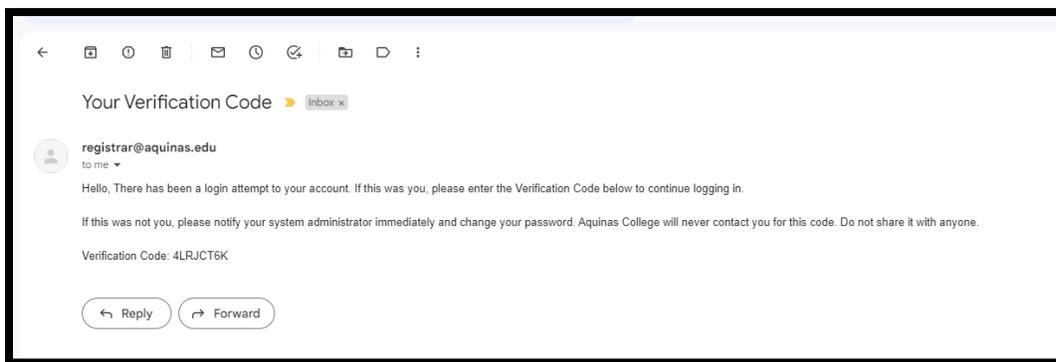


A screenshot of a 'Sign In' form. The title 'Sign In' is at the top. Below it is a 'User name' field containing the text 'meastrem'. Underneath is a 'Password' field with masked characters (dots) and a small eye icon to toggle visibility. At the bottom is a blue 'Sign In' button.

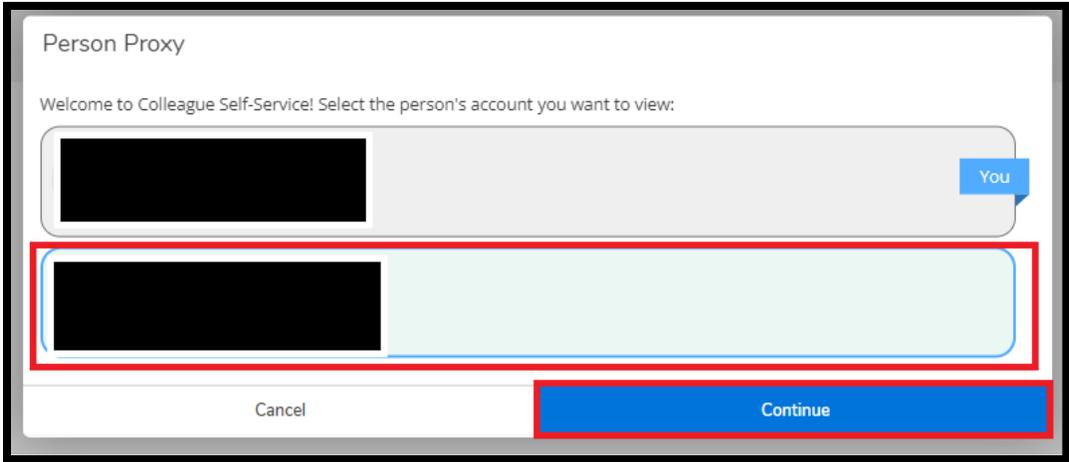
c. Retrieve the verification code sent to your email, enter the verification code in the 'Enter Verification Code' field, and click 'Submit'



A screenshot of a 'Verify Sign In' form. The title 'Verify Sign In' is at the top. Below it is a paragraph of text: 'We have sent you an email that you will use to validate your sign in. Do not refresh or navigate away from this form until you have the verification code to enter below.' Underneath is an 'Enter Verification Code' field. At the bottom are two buttons: 'Cancel' and 'Submit'.



3) Once logged in, you will see your name and your student's name. Click on your student's name and click 'Continue'



4) The options you see will vary depending on the permission/access your student granted.

