## 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 <u>https://www.aquinas.edu/offices/business-office/student-accounts/index.html</u> and click on the 'Self Service Portal' link on the left side of the page.

Student Accounts	rudent Accounts / Third Party Portal FAQ
IN THIS SECTION Student Accounts Payment Options	<b>Self Service Portal FAQs</b> The <u>Self Service Portal</u> allows students to grant third-party individuals access to their student records.
Payment Plans FAQs Tax Information Additional Information Policies Self-Service Portal	<b>Who do I contact for help?</b> If you are having difficulty logging into the system or have forgotten your username and password, please contact the Aquinas College ITS Helpdesk at (616) 632-2050. Please have your student's name, your relationship to them, and your student's ID ready.
Self-Service FAQs	For questions concerning your student's bill or account balance, please contact Student

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

Sign In			
User name			
meastrem			
Continue			

b. Enter password and click 'Sign In'

Sign In			
User name			
meastrem			
Password			
······			
Sign In			

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

\	/erify Sign In		
We have to valida navigate the verif	sent you an email that you will use te your sign in. Do not refresh or away from this form until you have ication code to enter below.		
Enter Ve	rification Code		
С	ancel Submit		
÷			
	Your Verification Code 🔉 Inbox	8	
	registrar@aquinas.edu to me 👻		
	Hello, There has been a login attempt to your accou	nt. If this was you, please enter the Verification Code below to continue logging in.	
	If this was not you, please notify your system administrator immediately and change your password. Aquinas College will never contact you for this code. Do not share it with anyone.		
	Verification Code: 4LRJCT6K		
	Forward (		

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

Person Proxy					
Welcome to Colleague Self-Service! Select the person's account you want to view:					
You					
Cancel	Continue				

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

Self Service	A → Sign out ⑦ Help				
Mindy acting on behalf of Change User					
Hello, Welcome to Colleague Self-Service! Choose a category to get started.					
Student Finance     View your latest statement and make a payment online.	Financial Aid     View the Financial Aid Hub Information as a student would so you can help the student answer any questions.				
Tax Information Change your consent for e-delivery of tax information.	Grades View your grades by term.				
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