Grant a Third-Party Access to Your Student Record

There are two options for students to grant a third-party access to their student record: Proxy and Student Record Release. Proxy permission(s) create a self-service account for the third party, which the third-party then can log into and view the student record (as if they are the student) based on the permission(s) the student has granted them. Student Record Release permissions give the third-party the ability to communicate with Aquinas College on behalf of the student (e.g., a phone call, email, or inperson). The instructions below outline how a student can grant, edit, or remove Proxy and Student Record Release permission(s).

Third Party (Proxy) Access in Self-Service

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.

Granting a third-party (Proxy) access:

1) Log into <u>Self-Service</u> with your school username and password.



2) Click on your Username on the top, right and then click on 'View/Add Proxy Access.'



3) Click the drop down and select an individual who is already listed on your account as relative or having a relationship (e.g., companion) or select 'Add Another User' to add an individual.

View/Add Proxy Access	
Active Proxies	
() You do not have any designated proxies. Add one now to allow another self-service user	to view or edit your account.
Add a Proxy	
Select a Proxy	
Please Select 🗸	
Please Select	
Krantz Wendt	© 2000-2023 Ellucian Company L
Add Another User	

4) If you are adding a new individual, enter the information for the person you wish to add as a Proxy.

Add a Proxy		
Select a Proxy		
Add Another User 👻		
First Name *	Last Name *	Former First Name
First Name	Last Name	Former First Name
Former Last Name	Email Address *	Confirm Email Address *
Former Last Name	Email Address	Email Address
Email Type	Phone	Phone Extension
Please Select 🗸	Phone	Phone Extension
Phone Type	Birth Date *	Gender *
Please Select 🗸	(M/d))))) 📋	Please Select 🗸
Relationship *		
Please Select 👻		

- 5) Select the level of access you are granting to this person.
 - a. *Please note the options you see in the image may change as we make more available.
- 6) Check the authorization box, if you agree to the terms, and click 'Submit'

Access * Allow Complete Access	
Allow Select Access	
Student Finance (🗌 General 🚯
Account Activity	Notifications
Account Summary	
Make a Payment	
Disclosure Agreement I authorize Aquinas College to disclose the items checked, to the individual I have selected above. I have the ability to amend this authorize I authorize the institution to disclose my information to this party	tion at any time. This authorization does not permit the individual to make any changes
Cancel Submit	

7) Re-enter your password and click 'Submit.'

Companion	v	
Password Verification		
Please reenter your password to continue:		
)	
Cancel	Submit	
	—	

Once complete, the proxy (third-party) will receive an email with instructions on how to proceed

Editing or Removing third-party (Proxy) access:

Proxy will be notified if access is changed

1) Log into <u>Self-Service</u> with your school username and password.



2) Click on your Username on the top, right and then click on 'View/Add Proxy Access.'



3) Click on the pencil icon (edit) for the person you wish to edit Proxy Access.

Active Proxies				
Name	Proxy Access	Relationship	Effective Date	
Vendt	Student Finance, General	Companion	8/20/2023	

4) Modify permissions, as needed, and then click 'Save.'

Edit Proxy Details			
Name Wendt			
Email Address @gmail.com	Relationship Companion		
Access Allow Complete Access Allow Select Access Remove All Access			
Student Finance (j)		General ()	
Cancel		Save	

Student Record Release

Student Record Release permissions can be full, partial, or none. Students are NOT required to grant a third-party access, and students can add, remove, or edit the permissions granted to a third-party at any time.

Granting a third-party Student Record Release access:

1) Log into <u>Self-Service</u> with your school username and password.



2) Click on your Username on the top, right and then click on 'Student Records Release.'

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		<u>ළ</u>	〔→ Sign out	⑦ Helj
	Student P	Records Release		
	Account F	Preferences		
	Emergen	cy Information		
	Required Agreements			
	User Profile			
	View/Add Proxy Access			
register your course sections.				

3) Click 'Add Person/Relationship' to add a new person.

Student Records Release Information							
The privacy of student records is protected by law. Aquints College is prohibited from providing certain information from your student records to a third party, such as grades, billing, tuition and fees assessments, financial aid, and other student record information. Aquinas College is prohibited from your before the mane(s) and relationship(s) of the individual below. By granting access, pou are giving Aquinas College permission to mease the selected information. Aquinas College must have permission for myour student records to a third party, beauting access, pou are giving Aquinas College permission for myour before the solar provide the permission form your before the solar permission for the set the selected information to the permission for myour before the solar permission for the set the solar permission for the set the solar permission form your before the solar permission for the set the solar permission for the set the solar permission form your before the solar permission for the set the solar permission for the set the solar permission for the set the solar permission form your before the solar permission for the set the solar permission for the set the solar permission for the set the solar permission form your before the solar permission for the set th							
Deny access to All							
Active Relationship							
Name 🗘 Ir	Information Access	Relationship	PIN	Start Date	End Date		
B B Ir	Financial Aid () Student Accounts Info () Information Technology ()	Friend	8245	10/26/2023	11/15/2023		
9 2 11	Financial Aid () Student Accounts Info () Information Technology ()	Friend	3434	10/31/2023		$\oslash \ominus$	
F S	Financial Aid 🕦 Student Accounts Info 👔	Parent	9876	10/19/2023		$\oslash \ominus$	
Fi Si	Priancial Aid () Step-Parent 4567 10/23/2023 10/25/2023 Student Accounts Info () Information Technology () Information Tec						
Add Person/Relationship							

4) Complete the form and click 'Submit'

Provide the pin, in a secure manner, to the person you are granting access to as they will need to verify this pin when making requests to discuss your student record

First Name *	Last Name *	Relationship *	PIN *	Start Date	End Date	
		Please Select 🗸	Enter a 4 digit PIN	M/d/yyyy	M/d/yyyy	
Access =						
Allow Select Access						
Financial Aid 🕕						
Student Accounts Info ()						
Information Technology ()						
Disclosure Agreement						
I authorize Aquinas College to disclose the selected in responsible for the safe keeping of the PIN. I underst	tems to the individual I have defined. I can modify or revoke tand the permission I have granted does NOT include anyth	the individual's access at any time. I understand the PIN I on ng outside of the options defined, such as academic record	created for the user is the means by why their identity will b ds, and Aquinas College will only provide information upon r	e verified if they contact Aquinas College to discuss my studi request.	ent record, which makes me and those who know t	the PIN
Cancel Submit						

The permission you have granted will be in effect until you remove it or the End Date has been reached, if you set an End Date.

Editing or Removing third-party Student Record Release permission(s):

Third-party will NOT be notified if access is changed

1) Log into <u>Self-Service</u> with your school username and password.



2) Click on your Username on the top, right and then click on 'Student Records Release.'

		<u>А</u> т5004	〔→ Sign out	⑦ Help
	Student R	ecords Release		
	Account F	Preferences		
	Emergen	cy Information		
	Required Agreements			
	User Profile			
	View/Add Proxy Access			
register your course sections.				

- 3) To EDIT, click on the pencil icon to the right of the person, edit, and save.
- 4) To REMOVE, click on the subtraction icon to the right of the person.
 - a. When you remove a person's access, their name and information will remain displayed but with an end-date.

Active Relationship								
Name	🗘 Information Access	Relationship	PIN .	Start Date	End Date			
	Financial Aid () Student Accounts Info () Information Technology ()	Friend	8245	10/26/2023	11/15/2023	_		
	Financial Aid ① Student Accounts Info ① Information Technology ②	Friend	3434	10/31/2023		@ -		
	Financial Aid () Student Accounts Info ()	Parent	9876	10/19/2023		Ð		
	Financial Aid () Student Accounts Info () Information Technology ()	Step-Parent	4567	10/23/2023	10/25/2023			