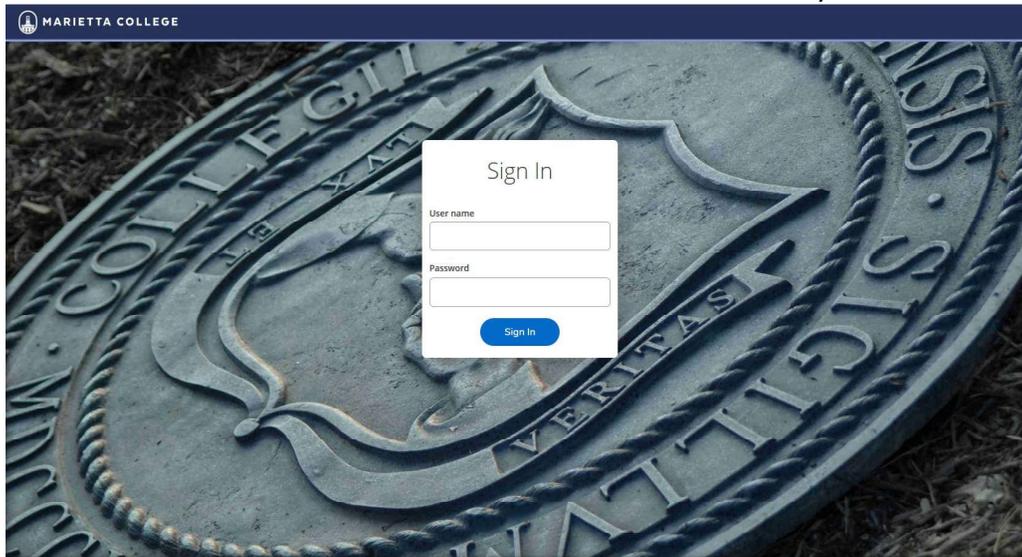




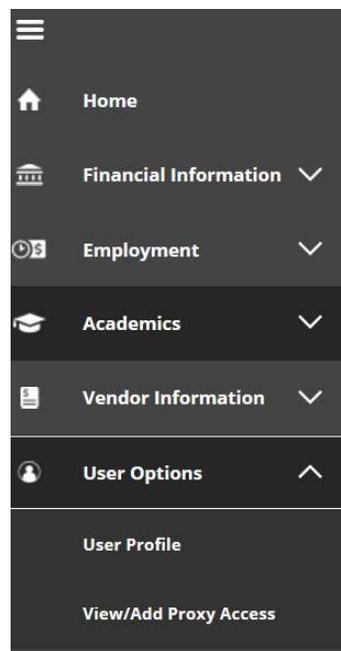
Student Proxy Guide in Self-Service

Students can give their parents or other designated individuals access to certain information within Self-Service. If a student wishes to grant someone this access they can follow these steps:

1. Navigate to selfservice.marietta.edu or access the Self-Service link in myMarietta.



2. Login using your network (email) username and password.
3. Navigate to the menu on the left side of the screen and go to User Options and then to View/Add Proxy Access.



4. Select the drop down menu under Add a Proxy.

Add a Proxy

Select a Proxy

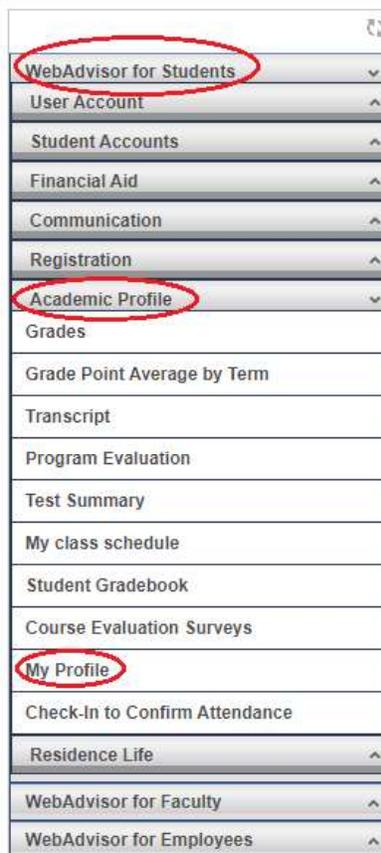
Please Select 



5. Select an existing individual to add as a proxy. If the individual you would like to add does not appear on the drop down menu, go to step 6. If you do see the individual listed, skip to step 8.
6. To add or edit an individual click on the link within Self-Service.

 You can set up proxy access for any active person relationship we have on file. If you need to add or edit information for any person relationships, please use the profile edit request form at <https://mymarietta.marietta.edu/Pages/WebAdvisor.aspx?title=My+Profile&pid=ST-XRECS003>

You can also navigate to the link via myMarietta by selecting WebAdvisor for Students > Academic Profile > My Profile



7. Once the form has been opened, please indicate in field at the bottom the name, relationship (also indicate if the individual is an alumni) and email address of the individual you would like to grant access. Make sure to check the box indicating that you agree to the changes and submit to the Records Office. These requests will be processed within 24 hours during business hours. If you have questions on the status of your request then email the records office at records@marietta.edu or call 740-376-4723.

I have reviewed the above information to ensure that it is accurate. If I have any changes I understand that I must check the appropriate box below and provide detail for the changes. These changes will be updated by the Records Office and will not be reflected on here until they have processed this request.

I Agree, and have NO changes

I Agree, and have the following changes

SUBMIT

8. Once the desired individual is available in the drop down menu, select the options you wish to grant your proxy access to or allow them complete access. Also, verify that the email address listed is correct as this is the email that will be used to send the proxy their user name and temporary password.

Add a Proxy

Select a Proxy

Test Mom

Email Address

testmom@emailtest.edu

Relationship

Parent

Access

Allow Complete Access

Allow Select Access

Student Finance i

Account Activity

Account Summary

Make a Payment

Financial Aid i

Offer Letter

Financial Aid Home

Correspondence Option

My Awards

FA Outside Awards

FA Required Documents

Satisfactory Academic Progress

General i

Notifications

Academics i

Grades

Tax Information i

Tax Information

9. Once you have selected the desired access options, please check mark the box indicating you agree with the terms and save.
10. Your proxy should now get two emails – one with their user name and one with their temporary password. Students and their proxy can access Self-Service at selfservice.marietta.edu. If you have login issues, please contact IT using the information below.
11. If permissions ever need changed, you can follow the instructions to navigate back to the View/Add Proxy User Access screen and select the appropriate proxy to update. Additional proxy users can be added by following steps 6 and 7.

Contact Information

Student Accounts

mcbill@marietta.edu

(740) 376-4619

Records Office

records@marietta.edu

(740) 376-4723

IT

mcithelp@marietta.edu

(740) 530-4376 (text)

(855) 376-4860