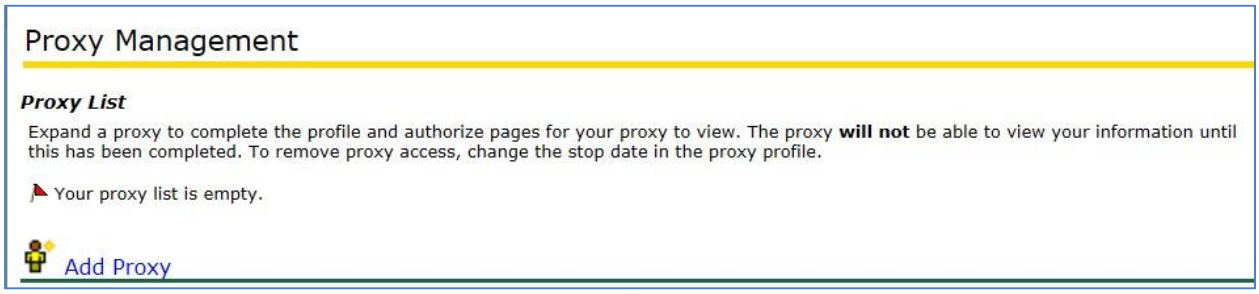
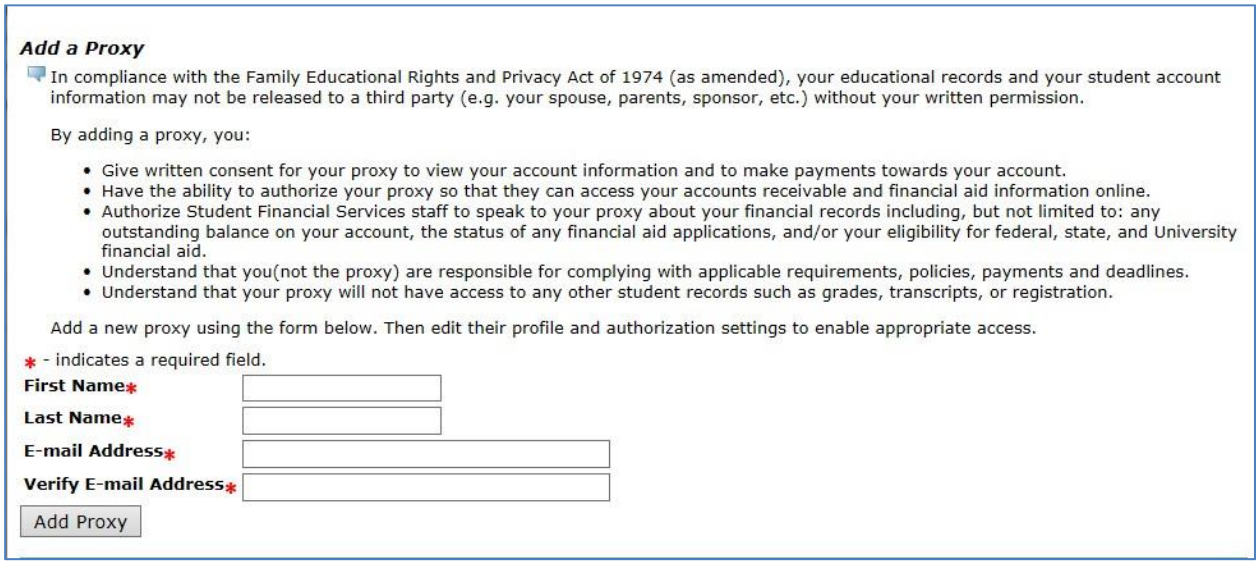
SFS Proxy Access – Student Instructions

1. Log into myUVM and select “Set up and Manage Proxy Users” from the Proxy Access card.
2. Add a new proxy by selecting “Add Proxy.”

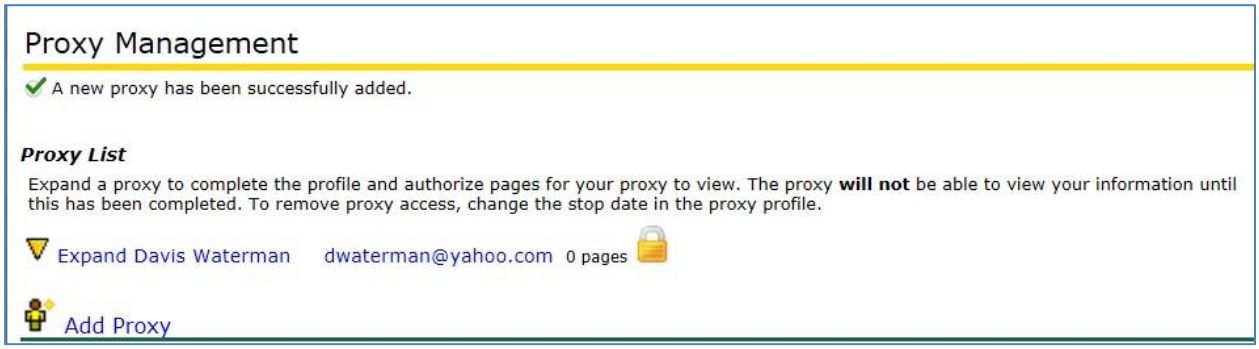


3. Complete your proxy’s First Name, Last Name and email address. Click “Add Proxy.” A notification email will be sent to your proxy.

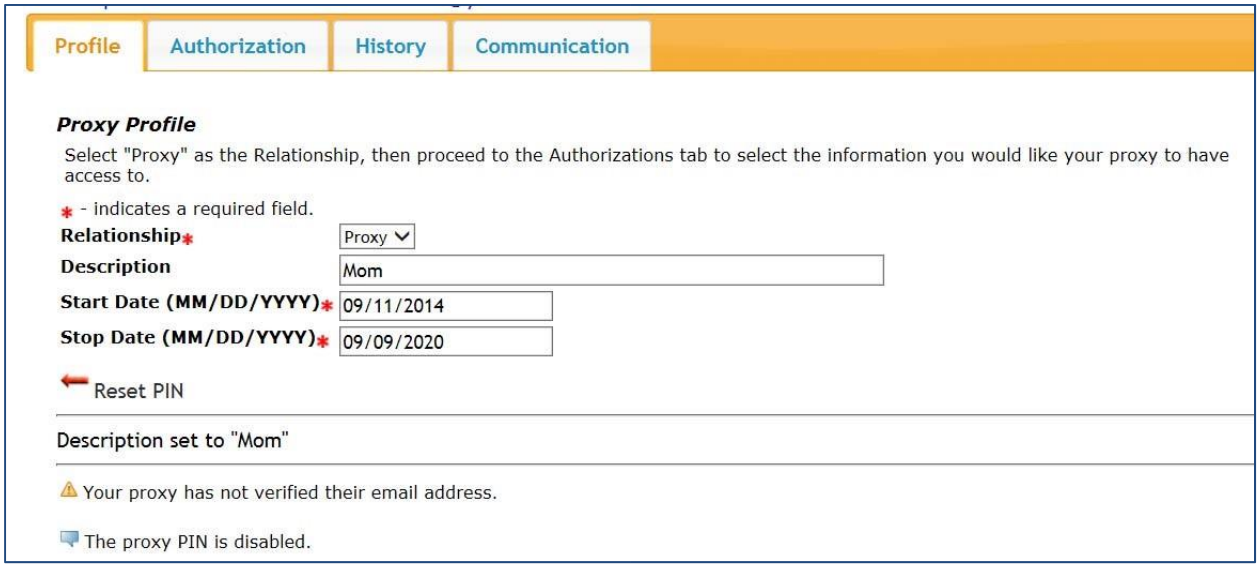


4. Now that you have created your proxy, you must complete their profile and grant their authorizations. To do this, please expand the proxy by clicking on their name or email address. ***Your proxy***

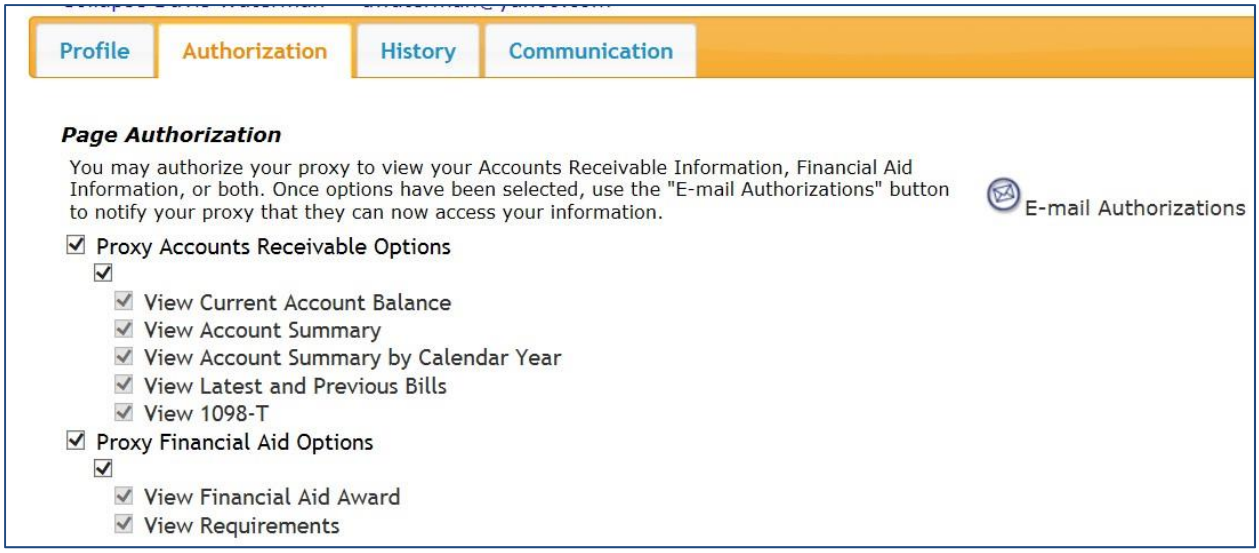
will not be able to view any of your information until this has been completed!



5. Select "Proxy" as the relationship. The Start Date will default to the date you created your proxy. The Stop Date will default to six years from the start date.



6. Continue to the Authorization tab and select the information you would like your proxy to be able to view. You may authorize your proxy to view Accounts Receivable information, Financial Aid information, or both. Once you have completed the authorization set up, email your proxy to let them know that they can now access your information.



7. Changes are automatically saved as they're made. You've now completed the set up process.
8. To view changes made to this proxy's authorizations, please see the **History** tab.