

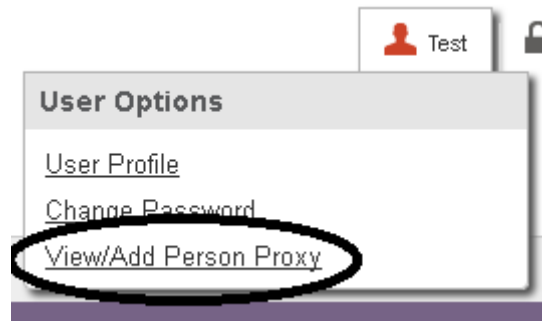
## Provide Third Party Access to Student Record

To assign a third party **(Proxy)** access:

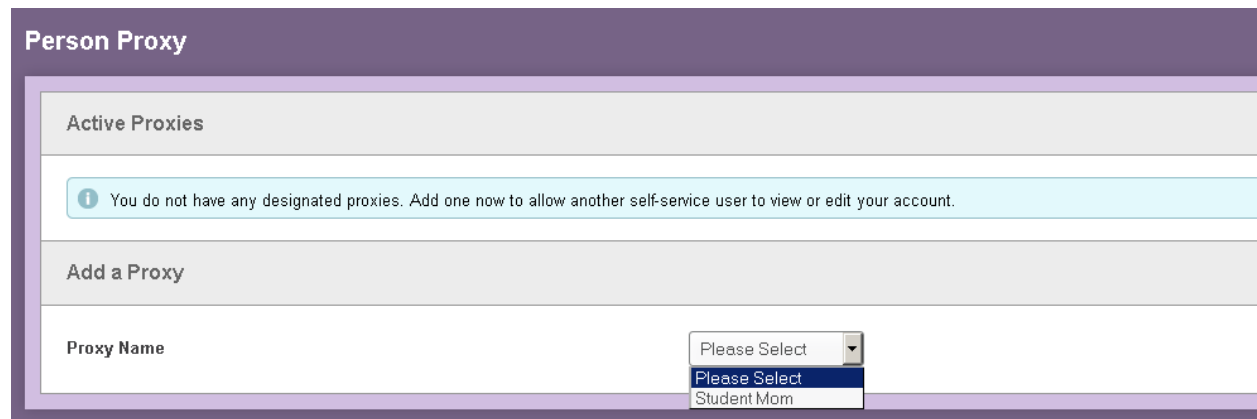
- 1) Log into MyAQ with your ELM username and password.
- 2) Under the **Financial Information** section, click on **View Account**.
- 3) Click your name in the upper right hand corner of the screen.



- 4) Click **View/Add Person Proxy**.



- 5) In the **Add a Proxy** section, select the person you want to assign access to from the drop down.



## Provide Third Party Access to Student Record

- 6) Verify that the proxy email address is correct. If it is correct, move to next step. If it is not correct, please contact Student Accounts at 616-632-2864.

### Add a Proxy

Proxy Name	Student Mom
Proxy Email	someplace@somesite.com
Relationship	Parent

- 7) Under **Access**, select the check boxes according to the access you want to provide.

### Access

Student Finance	Select All <input type="checkbox"/>
Account Activity	<input type="checkbox"/>
Make a Payment	<input type="checkbox"/>

- 8) Check **"I authorize Aquinas College to disclose the items checked, to the individual I have selected above. I have the ability to amend this authorization at any time. This authorization does not permit the individual to make any changes."** and click the save button in the lower right corner.

To add a new third party **(Proxy)** to your record:

- 1) Log into MyAQ with your ELM username and password.
- 2) Under the **Financial Information** section, click on **View Account**.
- 3) Click your name in the upper right hand corner of the screen.

## WELCOME TO <sup>My</sup>AQ

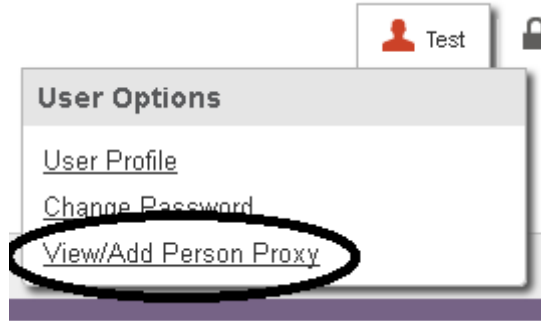
Test Sign out Help Notifications

Student Finance

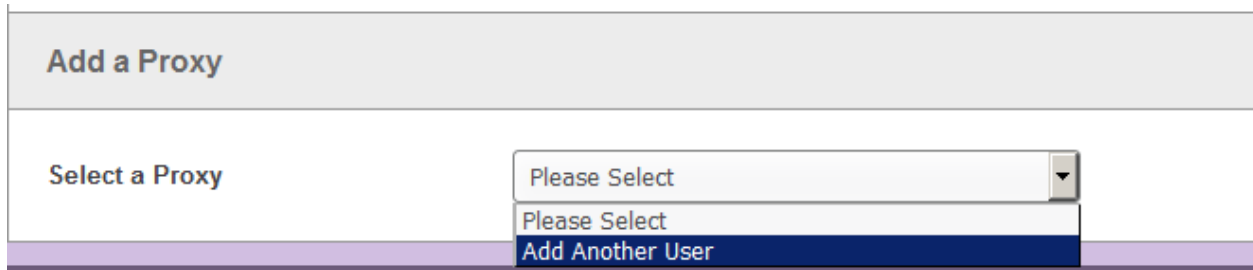
Make A Payment Account Activity

- 4) Click **View/Add Person Proxy**.

Provide Third Party Access to Student Record



5) From the Select A Proxy drop down, select **Add Another User**



Provide Third Party Access to Student Record

6) Fill out the Add a Proxy form. Fields marked with a \* are required

Add a Proxy	
Select a Proxy	<input type="text" value="Add Another User"/>
Prefix	<input type="text" value="Please Select"/>
First Name *	<input type="text" value="First Name"/>
Middle Name	<input type="text" value="Middle Name"/>
Last Name *	<input type="text" value="Last Name"/>
Suffix	<input type="text" value="Please Select"/>
Former First Name	<input type="text" value="Former First Name"/>
Former Middle Name	<input type="text" value="Former Middle Name"/>
Former Last Name	<input type="text" value="Former Last Name"/>
Email Address *	<input type="text" value="Email Address"/>
Confirm Email Address *	<input type="text" value="Email Address"/>
Email Type *	<input type="text" value="Please Select"/>
Phone	<input type="text" value="Phone"/>
Phone Extension	<input type="text" value="Phone Extension"/>
Phone Type	<input type="text" value="Please Select"/>
Birth Date *	<input type="text" value="MM-dd-yyyy"/>
Gender *	<input type="text" value="Please Select"/>
Relationship *	<input type="text" value="Please Select"/>

7) Under **Access**, select the check boxes according to the access you want to provide.

## Provide Third Party Access to Student Record

Relationship \*

Access \*  Allow complete access

Student Finance	Select All <input type="checkbox"/>
Account Activity	<input type="checkbox"/>
Make a Payment	<input type="checkbox"/>

### Disclosure Agreement

I authorize Aquinas College to disclose the items checked to the individual(s) I have listed. I have the ability to amend this authorization at any time. This authorization does not permit the third party to make any changes.





I authorize the institution to disclose my information to this party

Cancel Search

- 8) Check **“I authorize Aquinas College to disclose the items checked, to the individual I have selected above. I have the ability to amend this authorization at any time. This authorization does not permit the individual to make any changes.”** and click the save button in the lower right corner.

### Proxy Statuses

You can see your proxy statuses in the Active Proxies list. The status of pending means that additional work needs to be done by Aquinas staff to verify the Third Party.

Active Proxies				
	Name	Proxy Access	Relationship	Effective Date
	Mom Student	Student Finance	Parent	04-04-2016 
	Mom Student	Student Finance	Parent	Pending 

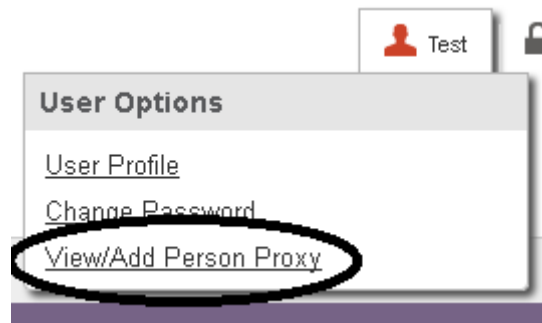
## Provide Third Party Access to Student Record

To Change or Remove **third party** (Proxy) Access:


- 1) Log into MyAQ with your ELM username and password.
- 2) Under the **Financial Information** section, click on **View Account**.
- 3) Click your name in the upper right hand corner of the screen.




- 4) Click **View/Add/Remove Person Proxy**



- 5) In the **Active Proxies** section, select the **pencil icon** next to the proxy you want to edit.

Active Proxies				
	Proxy Name	Proxy Access	Relationship	Effective Date
	Student Mom	Student Finance	Parent	11-25-2015



- 6) Remove the checkboxes to remove access and click **save** in the lower right hand corner.

Provide Third Party Access to Student Record

### Edit Proxy Details

<b>Proxy Name</b>	Student Mom
<b>Proxy Email</b>	someplace@somesite.com
<b>Relationship</b>	Parent

**Access**

<b>Student Finance</b>	Select All	<input checked="" type="checkbox"/>
<b>Account Activity</b>		<input checked="" type="checkbox"/>
<b>Make a Payment</b>		<input checked="" type="checkbox"/>