

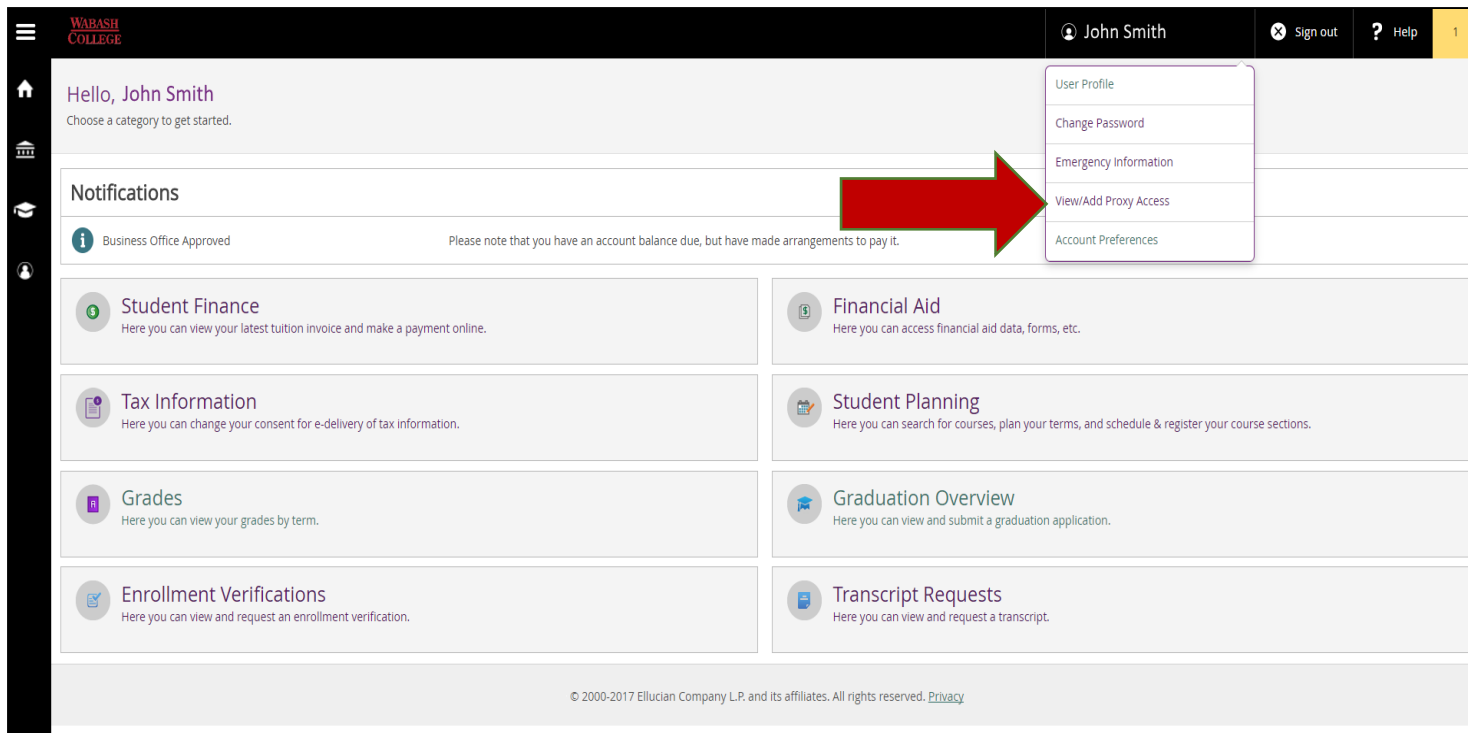
Person Proxy

WABASH
COLLEGE



Person Proxy (Parent Access)

A student grants permission for his PARENT or other interested parties to VIEW INVOICE at <https://webservice.wabash.edu/student>



The screenshot displays the Wabash College student portal interface. At the top, the Wabash College logo is on the left, and the user's name "John Smith" is on the right, along with "Sign out" and "Help" links. Below the header, a greeting "Hello, John Smith" is followed by a prompt to "Choose a category to get started." A "Notifications" section contains a message from the Business Office: "Business Office Approved" with the text "Please note that you have an account balance due, but have made arrangements to pay it." A red arrow points to the "View/Add Proxy Access" option in the user profile dropdown menu. The main content area is divided into two columns of service tiles: Student Finance, Financial Aid, Tax Information, Student Planning, Grades, Graduation Overview, Enrollment Verifications, and Transcript Requests. Each tile includes an icon and a brief description of the service. At the bottom, a copyright notice reads "© 2000-2017 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy".

Wabash Self-Service: Parent Access

The screenshot displays the Wabash Self-Service Parent Access interface. At the top, a navigation bar includes the user name "Lavelle Lee Hughes", a "Sign out" button, a "Help" button, and a page number "1". A dropdown menu is open under the user name, listing the following options: "User Profile", "Change Password", "Emergency Information", "View/Add Proxy Access" (highlighted with a red circle), and "Account Preferences". Below the navigation bar, there is a section for "Financial Aid" with the description "Here you can access financial aid data, forms, etc.". This is followed by "Banking Information" ("Here you can view and update your banking information."), "Grades" ("Here you can view your grades by term."), and "Enrollment Verifications" ("Here you can view and request an enrollment verification.").

Wabash Self-Service Person Proxy

Student chooses items to share with PARENT or other interested party

The screenshot displays the Wabash Self-Service Person Proxy interface. At the top, there is a navigation bar with the Wabash College logo, a menu icon, and user information for John Q. Smith, including options to sign out, get help, and view notifications. Below the navigation bar, the page title is "Person Proxy".

The main content area is divided into two sections:

- Active Proxies:** A table showing the current proxy setup. The table has four columns: Name, Proxy Access, Relationship, and Effective Date. One proxy is listed for Mrs. Jane Smith, with Financial Aid access, a Parent relationship, and an effective date of 3/8/2016. A trash icon is visible next to the proxy entry.
- Add a Proxy:** A form for adding a new proxy. It includes a dropdown menu for "Select a Proxy" (currently set to Mr. John Smith Sr.), an "Email Address" field (smithj@gmail.com), a "Relationship" dropdown (set to Parent), and an "Access" section with a radio button for "Allow complete access".

Below the "Add a Proxy" form, there are two columns of items to share, each with a "Select All" checkbox:

- Left Column:** Student Finance, Account Activity.
- Right Column:** Financial Aid, Award Letter, Financial Aid Home, Correspondence Option, Request a New Loan, My Awards, Required Documents, Satisfactory Academic Progress, Federal Shopping Sheet.

At the bottom right of the form, there are "Cancel" and "Save" buttons.

Person Proxy (continued)

Choose the Authorized User or Add User

User Options ▾ View/Add Proxy Access

View/Add Proxy Access

Active Proxies

i 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

First Name *

Last Name *

Suffix

Email Address *

Confirm Email Address *

Gender

Relationship *

Access *

Allow Complete Access

Allow Select Access

Student Finance	Select All
Account Activity	<input type="checkbox"/>
Account Summary	<input type="checkbox"/>

Financial Aid	Select All
Award Letter	<input type="checkbox"/>
Financial Aid Home	<input type="checkbox"/>
Correspondence Option	<input type="checkbox"/>
My Awards	<input type="checkbox"/>
Required Documents	<input type="checkbox"/>

General

Notifications

Person Proxy (continued)

- Authorized User (PARENT or other interested party) receives emails with User ID and Password.
- Authorized User logs in to Self Service, changes password, then chooses **STUDENT** to view financial information.

