

## Instructions for Assigning a Proxy User

1. Log in to [Self Service](#)
2. Click on “User Options” within the menu on the left, or click your student ID at the top of the page, then select “View/Add Proxy Access”.

The screenshot shows the Southwestern Baptist Theological Seminary Self-Service portal. The left navigation menu is open, and "User Options" is selected. A dropdown menu is open under the user profile icon at the top right, with "View/Add Proxy Access" highlighted. A red arrow points to the "View/Add Proxy Access" option in the dropdown menu.

3. On the “View/Add Proxy Access” page, click “Please Select” to add a proxy user. If you do not have any active relationships in our system, your only option will be to select “Add Another User”. If you do have any relationship(s) established, you will have the option of selecting the name(s) from that list as well.

The screenshot shows the "View/Add Proxy Access" page in the Southwestern Baptist Theological Seminary Self-Service portal. The page displays a notification about proxy users, a section for "Active Proxies" (indicating no proxies are currently active), and a section for "Add a Proxy". A dropdown menu is open under "Select a Proxy", showing options: "Please Select", "Please Select", and "Add Another User". A red arrow points to the "Add Another User" option.

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4. Add the information for your designated proxy user. Please remember, if you are giving proxy access to a church or organization, you must add the contact person's name and information – do not put the church or organization's name.

Test 1 - Test Environment

View/Add Proxy Access

The addition of proxy users will provide access to your student account. Students may update/remove access for proxy users once access has been provided.

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

Please confirm accuracy of information before submitting.

Select a Proxy

Add Another User

Prefix

Please Select

First Name \*

First Name

Middle Name

Middle Name

Last Name \*

Last Name

Suffix

Please Select

Email Address \*

Email Address

Confirm Email Address \*

Email Address

Phone \*

Phone

Phone Extension

Phone Extension

Relationship \*

Please Select

5. Select what access permissions you would like to allow. You can select any or all options.

### Access \*

- Allow Complete Access
- Allow Select Access

Student Finance

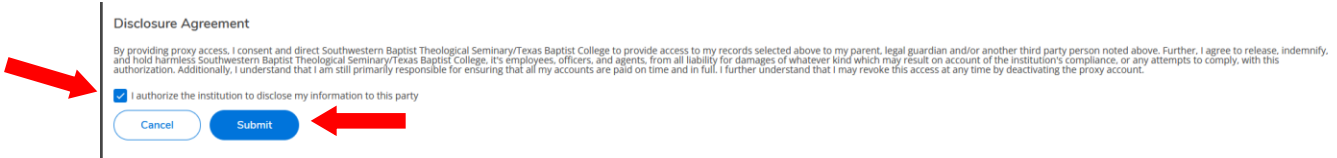
Account Activity

Account Summary

Make a Payment

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6. Read and check the Disclosure Agreement, then click “Submit” to add your proxy user.\*



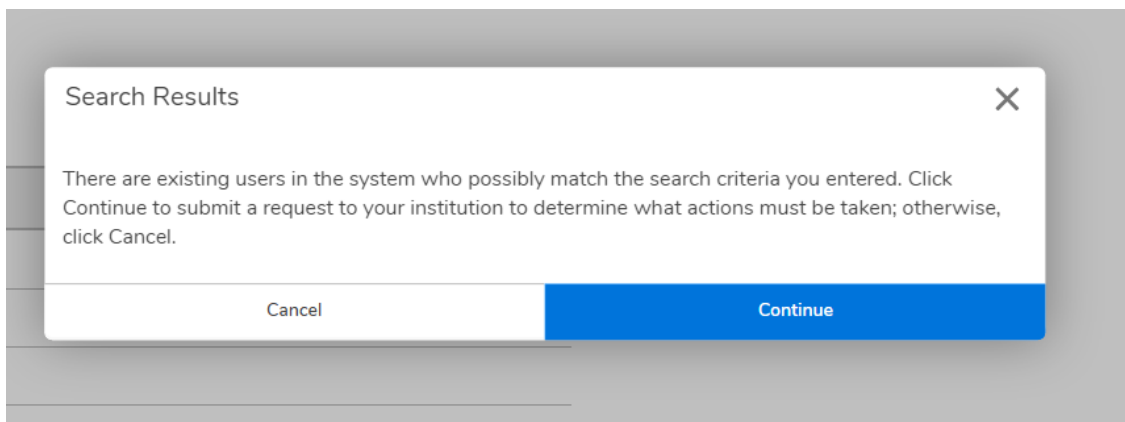
Disclosure Agreement

By providing proxy access, I consent and direct Southwestern Baptist Theological Seminary/Texas Baptist College to provide access to my records selected above to my parent, legal guardian and/or another third party person noted above. Further, I agree to release, indemnify, and hold harmless Southwestern Baptist Theological Seminary/Texas Baptist College, its employees, officers, and agents, from all liability for damages of whatever kind which may result on account of the institution's compliance, or any attempts to comply, with this authorization. Additionally, I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full. I further understand that I may revoke this access at any time by deactivating the proxy account.

I authorize the institution to disclose my information to this party

Cancel Submit

\*If your proxy user potentially already exists in the system, you will receive the notice below. Please click “Continue” to fully submit the information for your proxy user.



Search Results

There are existing users in the system who possibly match the search criteria you entered. Click Continue to submit a request to your institution to determine what actions must be taken; otherwise, click Cancel.

Cancel Continue

Once you have completed the steps for adding a proxy user, your assigned proxy will receive login credentials and instructions.