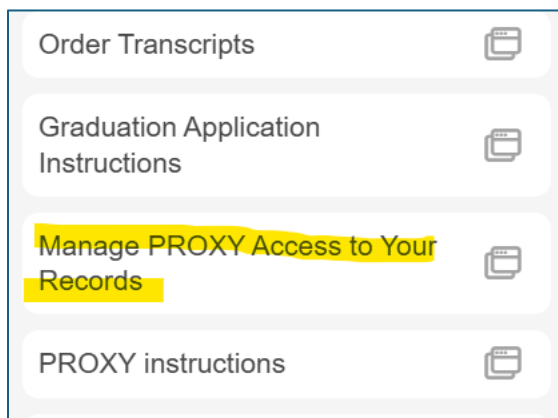


# STATE UNIVERSITY OF NEW YORK PLATTSBURGH

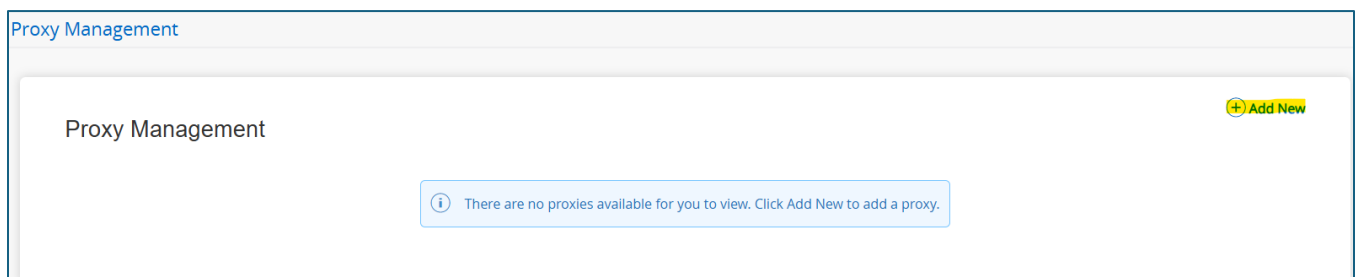
## Student Instructions: How to Add a Proxy

Log into your MyPlattsburgh portal.

Under the student tab, in the 'Registrar' dropdown, select 'Manage PROXY Access to Your Records'



Click 'Add New'



Complete the required fields below.

**Make sure to enter your proxy's email correctly.** Your proxy will receive emails at this address to confirm and establish their proxy account.

Once you select a **relationship**, the start and stop dates for access should autofill (start date: today end date: same date next year). **Access can be granted for a maximum of 1 calendar year and must be renewed each year.**

[Proxy Management](#) • [Proxy Information](#)

### Proxy Information ⓘ

*Profile (Required)*

First Name

Last Name

E-Mail

Verify E-Mail

Relationship ⓘ

Start Date

Stop Date

You can enter a **description** for the proxy (ex. Mom, Dad, Uncle Tim, etc.)

You can also enter a **passphrase** for the proxy. The passphrase can be supplied by the proxy to verify authorization to receive verbal access to Financial Aid and Student Accounts information.

You need to select what **authorizations** to provide the proxy. Click the check boxes next to each area you would like to provide the proxy access. If you would like to provide the proxy access to all areas, click the 'Select All' box (each area below will then become checked, as shown below).

When you are finished, click '**Submit**'

[Proxy Management](#) • [Proxy Information](#)

### Additional Information

**Description**

Description

**Passphrase**

Passphrase

Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view and/or update these pages when they log in.

**Authorizations (Required)** ⓘ

☒ Select All

☒ Registration History

☒ Student Grades

☒ Academic Transcript

☒ Student Holds

☒ Financial Aid Dashboard

☒ Financial Aid Award History

☒ Student Profile

☒ Account Summary

☒ Account Summary New

☒ Tax Notification 1098T

☒ Financial Aid Award Offer

☒ Financial Aid Notifications

☒ Financial Aid Resources

☒ Financial Aid Satisfactory Requirements

☒ College Financing Plan

☒ Statement and Payment History

Cancel

Submit

After clicking 'Submit' you should be brought back the main Proxy Management page (shown below).

You should see a green message in the upper right corner 'The proxy has been successfully created.'

**PLEASE NOTE: The proxy will need to follow the steps provided in the emails they receive to confirm and set up their proxy account.**

