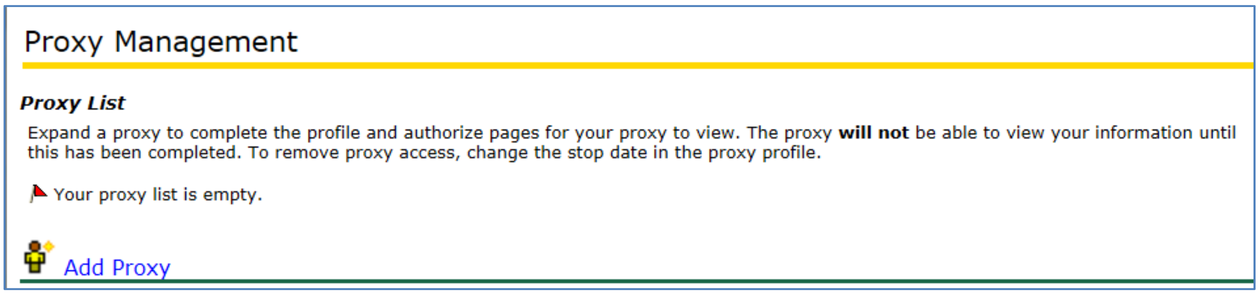
SFS Proxy Access – Student Instructions

1. Log into myUVM and select “set up SFS proxy access and manage authorizations” from the Student Financial Services page.
2. Add a new proxy by selecting “Add Proxy.”



Proxy Management

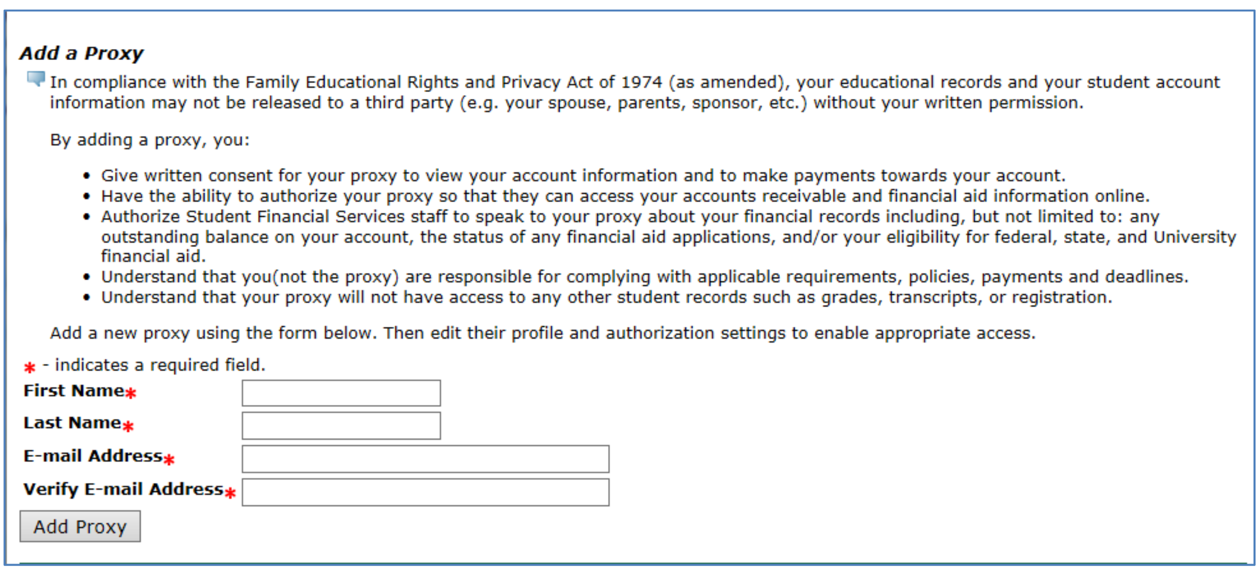
Proxy List

Expand a proxy to complete the profile and authorize pages for your proxy to view. The proxy **will not** be able to view your information until this has been completed. To remove proxy access, change the stop date in the proxy profile.

Your proxy list is empty.

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.



Add a Proxy

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your written permission.

By adding a proxy, you:

- Give written consent for your proxy to view your account information and to make payments towards your account.
- Have the ability to authorize your proxy so that they can access your accounts receivable and financial aid information online.
- Authorize Student Financial Services staff to speak to your proxy about your financial records including, but not limited to: any outstanding balance on your account, the status of any financial aid applications, and/or your eligibility for federal, state, and University financial aid.
- Understand that you(not the proxy) are responsible for complying with applicable requirements, policies, payments and deadlines.
- Understand that your proxy will not have access to any other student records such as grades, transcripts, or registration.

Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.

* - indicates a required field.

First Name*

Last Name*

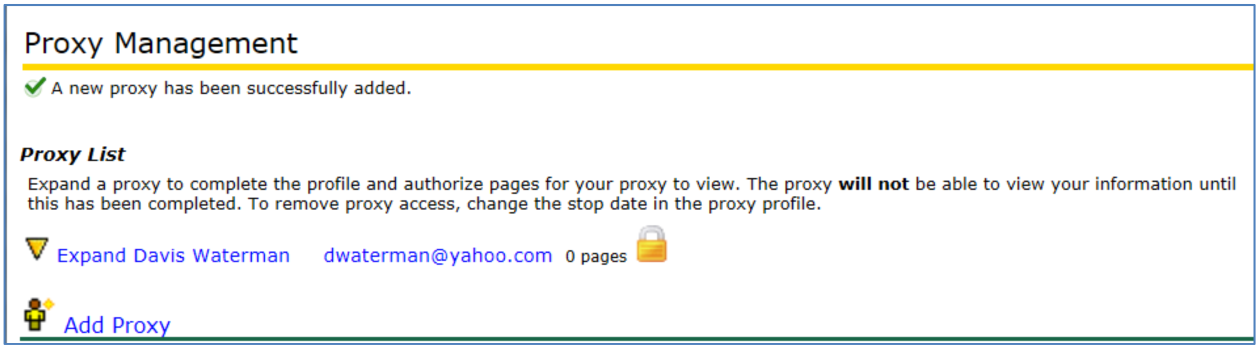
E-mail Address*

Verify E-mail Address*

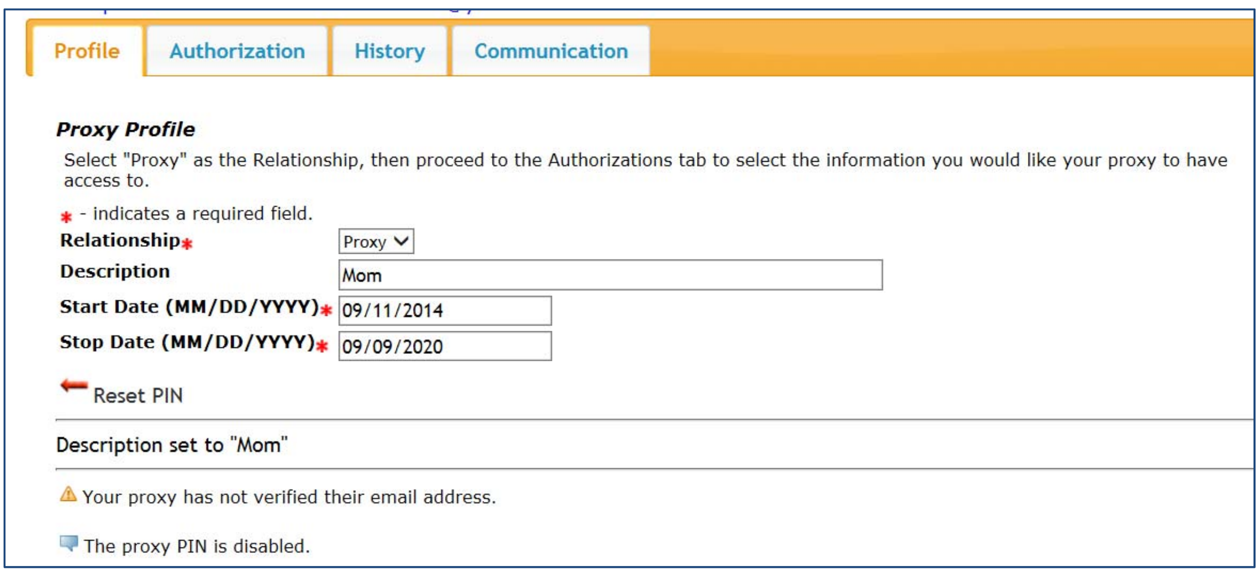
Add Proxy

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***

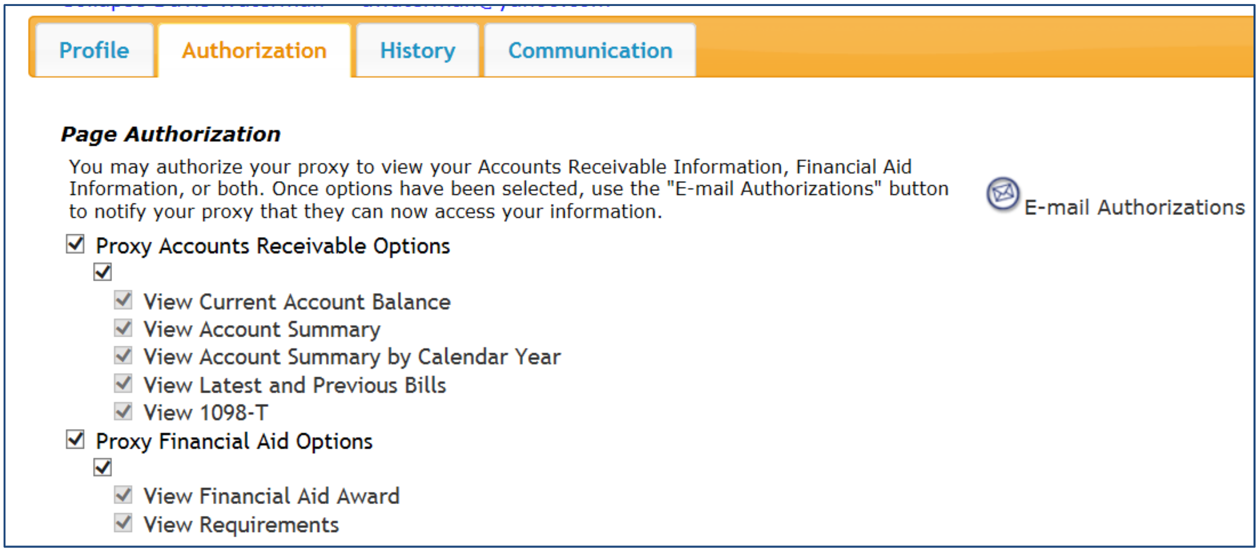
will not be able to view any of your information until this has been completed!



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.