

Enter your WNE username and password, then click Sign In.

#### STEP 2

- x Click on your username at top of screen, and then select View/Add Proxy Access

- x If you already have proxies assigned, you will see them listed under Active Proxies.

- x To add a Proxy:  
Under Add a Proxy... Select a Proxy  
Click Add Another User.  
You can add anyone you wish as your proxy. You may want to add anyone that will pay your tuition bill!

STEP 3 Fill out Proxy information. Fields with an asterisk are required  
You can either allow complete access or only allow access to selected areas. Major categories are: Student Finance, Financial Aid, General Home page notifications, Academics, and Tax Information

Be sure to click the Authorize checkbox in the Disclosure Agreement, and then click Submit.

#### STEP 4

## Frequently Asked Questions by Students

Which students can set up Proxy Access?

Any student has the ability to set up Proxy Access. The View/Add Proxy link is located under the User Options menu on the [College Self Service](#). It can also be accessed by clicking on your username at the top of screen.

Can a student specify multiple Proxies?

Yes, a student can specify multiple proxies. Each proxy can have different levels of access to the student's information.

Can someone be assigned as a proxy for multiple students?

Yes, someone can be assigned as a proxy for multiple students. This is particularly useful in the case of siblings attending WNE.

Can a proxy call Western New England University if they have questions about the proxy process?

If a proxy has a question about the functionality of Proxy Access, the proxy should first check the Proxy Access guide for parents/guardians. Your proxy can email questions to [records@wne.edu](mailto:records@wne.edu) or call Enrollment Services at 413-796-2080.

On the Proxy access form, what are General Notifications?

General notifications are those notifications that you see on your Self Service home page. This includes financial and academic holds.

What does a student do when they no longer want a proxy to have access?

A student can log into Self Service, click on their username and then click View/Add Proxy Access. Then click pencil on the right of the Proxy's name to edit or remove the Proxy's access.

Will my proxy be notified if a modification to access is made including removing authorization?

Yes, an email will be sent to the proxy if the student chooses to modify or remove proxy access.

What if a student enters wrong information for their proxy?

Unfortunately, proxy information cannot be edited by a student. The student will need to contact Enrollment Services by emailing [records@wne.edu](mailto:records@wne.edu) or calling 413-796-2080.

Can students view who has accessed information through proxy access?

No, students are not notified if a proxy accesses their information.