



HOW TO UPDATE AUTHORIZED PAGES FOR YOUR PROXY

Students have the ability to update the pages for which a proxy is authorized to view at any time.

1. On the Proxy Management page, click on the *edit* icon underneath the corresponding proxy.



2. Under the Proxy Information tab, go to the **Authorizations** section and check and/or uncheck the pages as needed.

Authorizations (Required) ⓘ

Select All

Copy Authorizations ⓘ

Select a Person ▼

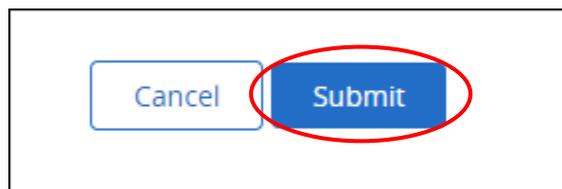
Student Profile

Student Grades

Week at Glance

Financial Aid Status

3. Click **Submit**.



4. You will be returned to the Proxy Management page and will receive a message in the upper right-hand corner confirming the update.

