# Proxy Information Data regarding Parents/Legal Guardians.

**WNE**

Proxy Access provides an opportunity for students to grant online access to their student academic record or financial information using Colleague Self-Service.  This is called granting "proxy access," and the other person is referred to as the proxy. The most common scenario is granting a parent or spouse access to a student's information. Access is granted by the student, who must provide a valid e-mail address as well as other identifying information.

If you believe that your student will designate you as a proxy to their account information, then please complete the following.  We will provide your student with this completed form, so they can enter your information correctly when they grant you proxy access to their information.

## Parents/Legal Guardians:  Please complete the following:

| | |
|---|---|
| *First Name* (required) | |
| *Last Name* (required) | |
| *Email Address* (required) | |
| *Phone* (required) | |
| *Phone Type* -either **Home(i.e. not cell)** or **Cell** (required) | |
| *Your relationship to student* - parent, aunt, uncle, friend, etc. (required) | |
| *Birth date* (required) | |
| Are you a current or former Western New England student or employee? If you are, then we may be able to use your Western New England username, and thus prevent a duplicate record in our files. | |

**Note for Students:**
 Information in Self-Service is Case-Sensitive.  When entering your Proxy's information, please be sure to use the correct case.