

Quick Steps for Students

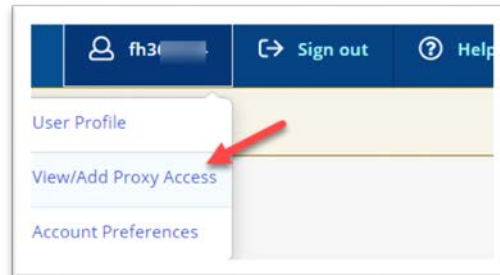
Proxy Access provides an opportunity for students to grant online access to their student academic record or financial information using Colleague Self-Service. This is called granting “proxy access,” and the other person is referred to as the proxy. The most common scenario is granting a parent or spouse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

STEP 1

- Access Self-Service via Connect2U or directly at <https://selfservice.wne.edu>
Enter your WNE username and password, then click Sign In.

STEP 2

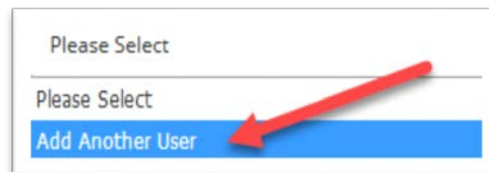
- Click on your username at top of screen, and then select **View/Add Proxy Access**.



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



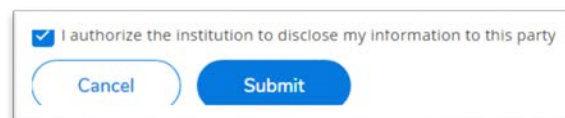
- To add a Proxy:
Under **Add a Proxy...Select a Proxy**, Click **Add Another User**.
You can add anyone you wish as your proxy. You may want to add anyone that will pay your tuition bill!



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.

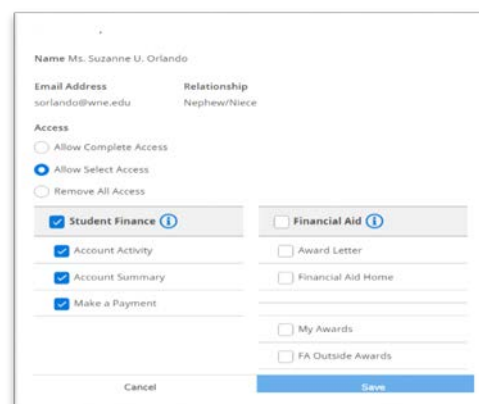
Be sure to click the Authorize checkbox in the Disclosure Agreement, and then click **Submit**.



STEP 4: (Optional) Change or remove access for a Proxy.

Under Active Proxies, click the pencil to the right of your proxy’s name. Change the access type to Remove All Access or change specific access. Then Click **Save**.

Unfortunately, you cannot modify your proxy’s information. If you have entered information incorrectly, you’ll need to contact Enrollment Services to have the information corrected.



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 in [Colleague 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 – instruction guide for parents/guardians. Your proxy can email questions to: 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 the pencil on the right of the Proxy's name to edit or remove the Proxy's access rights.

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

Yes, an e-mail 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 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.