Davis & Elkins College LEADING THE WAY

Davis & Elkins College - 100 Campus Drive - Elkins, WV 26241 - 304.637.1900

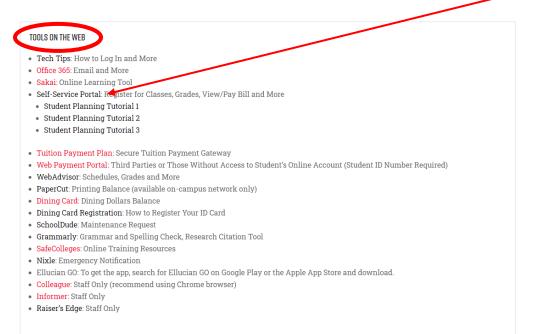
Setting up a Proxy Account

YOU WILL NEED:

- Access to your Self-Service portal
- Personal information for your proxy—including their mailing address, email address, and full name
- 1. Go to <u>www.dewv.edu</u>
- 2. Click on Menu in the upper right-hand corner -

C A https://www.dewv.edu/#			វិត	t 🗇	
Davis&ElkinsCollege	VISIT	APPLY REQUEST INF	SUPPORT D&E	۵	MENU
	ABOUT				
COVID-19 UPDATE					
D&E's primary goal in our response to COVID-19 is the health of that community as we continue this institution's mission of high standards of education, and to	ADMISSIONS				
we continue this institution's inission or high standards of education, and to prepare and inspire students for success and thoughtful engagement in the world.					
Read more in our Guide for Returning to Campus.	ACADEMICS				
Learn more -					
	STUDENT LIFE				
BLOG & NEWS					
Stay up-to-date on all Davis & Elkins happenings. Blog posts, news updates and campus announcements are added weekly.	ATHLETICS				
•					
See the latest.	ALUMNI				
CURRENT STUDENTS	GIVE				
PARENTS & FAMILIES ALUMNI & FRIENDS					
	MY DEE PORTAL				

- 3. Click on the Current Students link:
- 4. Scroll down to the Tools on the Web section and click the Self-Service portal link:



5. Log into your Ellucian account

6. Click your name, then click View/Add Proxy Access:

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C A https://dessprod.iceschools.org/Student				
≡	ellucian. UNIVERSITY	A raders	〔→ Sign out	(?) Help
ń	Hello, Welcome to Colleague Self-Service! Choose a category to get started.	User Profile Change Password		
≘ ●	Student Finance Here you can view your latest statement and make a payment online.	Emergency Information View/Add Proxy Access		
	© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy	Account meterences		

7. Click the Please Select box under the Select a Proxy tab. If there are no names in that Menu, click Add Another User;

ellucian. UNIVERSITY	A raders	〔→ Sign out	? Help
User Options · View/Add Proxy Access			
View/Add Proxy Access			
Please use this option to setup or view proxy account to allow access to your student account online, by another party. You can select which options your proxy or proxies can access. You can change or rei However, if you have a FERPA waiver on file in the Registrar's Office, and your proxy is named on that waiver, then that person will still be able to access information about your under and schedule in per do not provide online access.			move or
Active Proxies			
(i) You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.			
Add a Proxy			
Please use this option to setup a proxy account to allow access to your student account online, by another party. You can select which options your proxy or proxies can access. You can change or remove that access anytime.			
Select a Proxy Please Select			
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8. If you add a new user, you will need to fill out the form completely as possible. All boxes with a * next to them are required

	Add a Proxy				
	Please use this option to setup a proxy account to allow access to your student account online, by another party. You can select which options your proxy or proxies can access. You can change or remove that access anytime.				
	Select a Proxy				
	Add Another User				
	Prefix	First Name *	Middle Name		
	Please Select 🗸	First value	Middle Name		
(Last Name *	Suffix	Former First Name		
	Last Name	Please Select 🗸	Former First Name		
	Former Middle Name	Former Last Name	Email Address *		
	Former Middle Name	Former Last Name	Email Address		
C	Confirm Email Address *	Email Type	Phone		
	Ellen manage	Please Select 🗸	Phone		
	Phone Extension	Phone Type	Birth Date		
	Phone Extension	Please Select 🗸	MM/DD/YYYY 📋		
	Gender	SSN	Confirm SSN		
	Please Select 🗸	X00X-XXX-XXXX	XXXX-XXXXXXXXXX		
(Relationship *				
	Please Select				

- 9. Once you are finished, you will need to select the information you wish to share with your proxy. Check the boxes next to each piece of information you want to share with your proxy. Please note the following:
 - a. All Student Finance boxes should be checked if your wish for your proxy to be able to both view your bill **and** make payments toward your account through Ellucian Self-Service.
 - b. The Grades check box will allow your proxy to view all grade reports online. If you have a FERPA waiver on file in the Registrar's Office, and your proxy is named on that waiver, then that person will still be able to access information about your grades and schedule in-person or over the phone, even if you remove or do not provide online access.

Access *				
Allow Complete Access				
Allow Select Access				
Student Finance 🚺	🗌 General 🚯			
Account Activity	Notifications			
C Account Summary				
Make a Payment				
Disclosure Agreement To comply with the Federal "Family Educational Rights and Privacy Act of 1974." as amended. Davis & Elkins College collects and retains	information about students for designated periods of time. The College recognizes the privacy rights of individuals in exerting control			
To comply with the Federal "Family Educational Rights and Privacy Act of 1974," as amended, Davis & Elkins College collects and retains information about students for designated periods of time. The College recognizes the privacy rights of individuals in exerting control over what information may be disclosed, and, at the same time, attempts to balance that right with the institution's need for information.				
I authorize the institution to disclose my information to this party				
Cancel				
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- 10. Click the box next to the "I authorize..." statement under the Disclosure Agreement heading at the bottom of the page, then click the blue Submit button.
- 11. Your proxy will receive two emails—one with a username and one with a password. Proxies will access the student's account by following Steps 1-3 above, using the username and password in those emails.
- 12. Students may change or remove proxy access at any time by following Steps 1-5, selecting the proxy in the dropdown menu in Step 6, and checking or unchecking the boxes in Step 8. Be sure to click Submit when finished. Your proxy will receive an email indicating the change or deletion of their access.