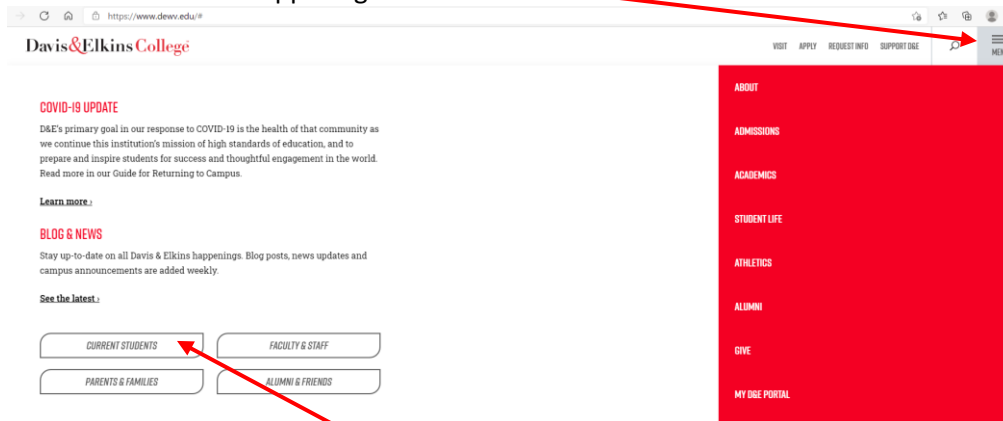# Setting up a Proxy Account
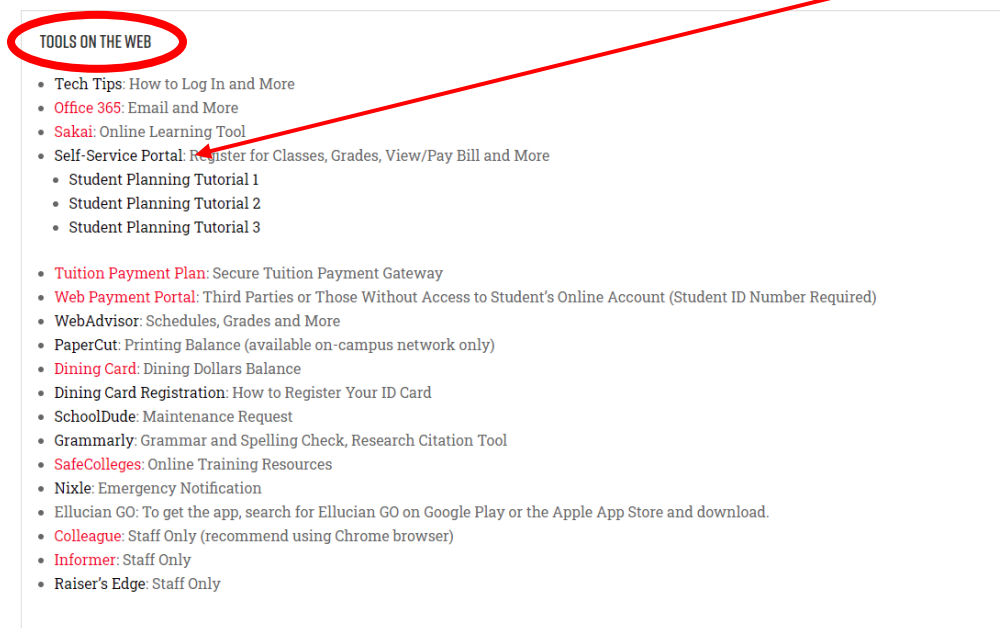
YOU WILL NEED:

- Access to your Self-Service portal
- Personal information for your proxy—including their mailing address, email address, and full name

1. Go to www.dewv.edu
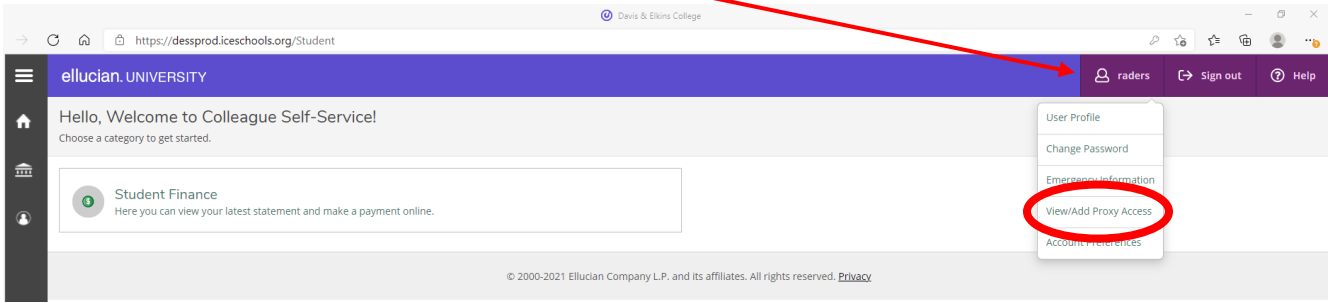2. Click on Menu in the upper right-hand corner

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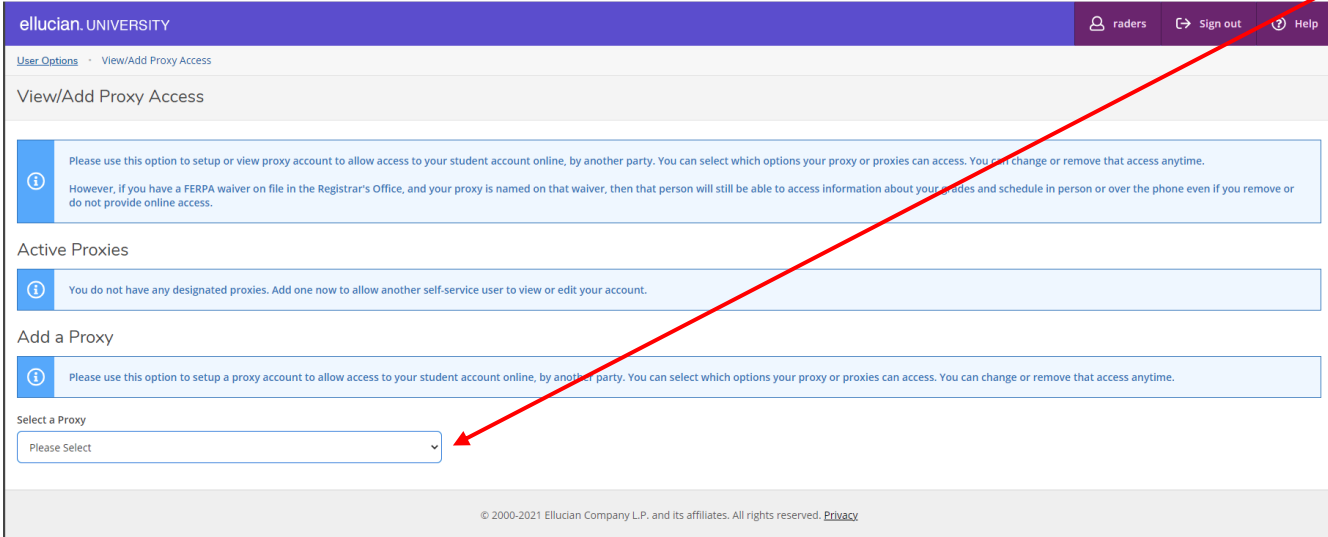

5. Log into your Ellucian account

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

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

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

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
☐ 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 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   **Submit**

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.