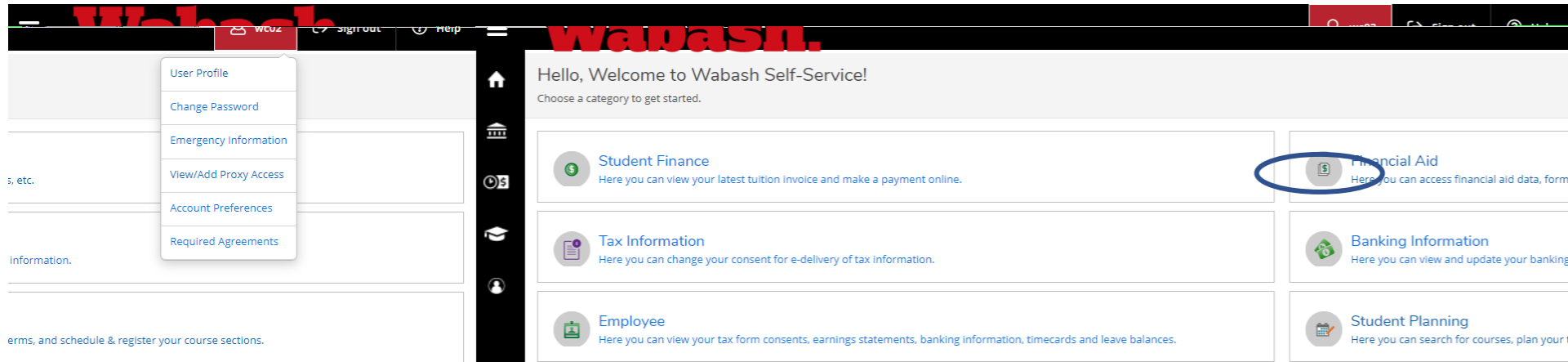


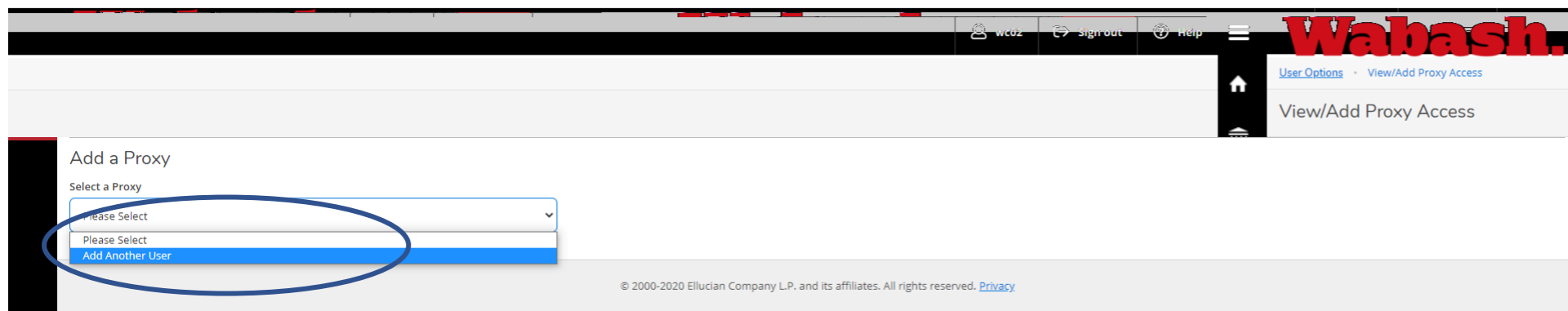


ASSIGNING PROXY ACCESS

1. Log in to Wabash Self Service with Wabash user ID and password.
2. On Self Service landing page, click on your Wabash user ID at top right, and select "View/Add Proxy Access" from drop down menu.



In the Add a Proxy section, select "Add another user" from the drop-down menu.





ASSIGNING PROXY ACCESS

4. Fill in your proxy's information, including name, email address, and relationship to student. Select an access level – either “Allow Complete Access,” or check the boxes for the items of information you want to share. When finished, click Submit. Repeat this process for any additional proxies you wish to add.

Add a Proxy

Select a Proxy
Add Another User

First Name *
Last Name *
Suffix
Please Select

Email Address *
Confirm Email Address *
Gender
Please Select

Relationship *
Please Select

Access *

Allow Complete Access

Allow Select Access

Student Finance

Notifications

Required Documents

Tax Information

Tax Information

Financial Aid

FA Outside Awards

FA Required Documents

Academics

Grades

Cancel Submit

5. Your proxies will receive an email from Wabash with an assigned user ID and temporary password, letting them know that have been given proxy access by the student. They will have to change their password after their initial log in.