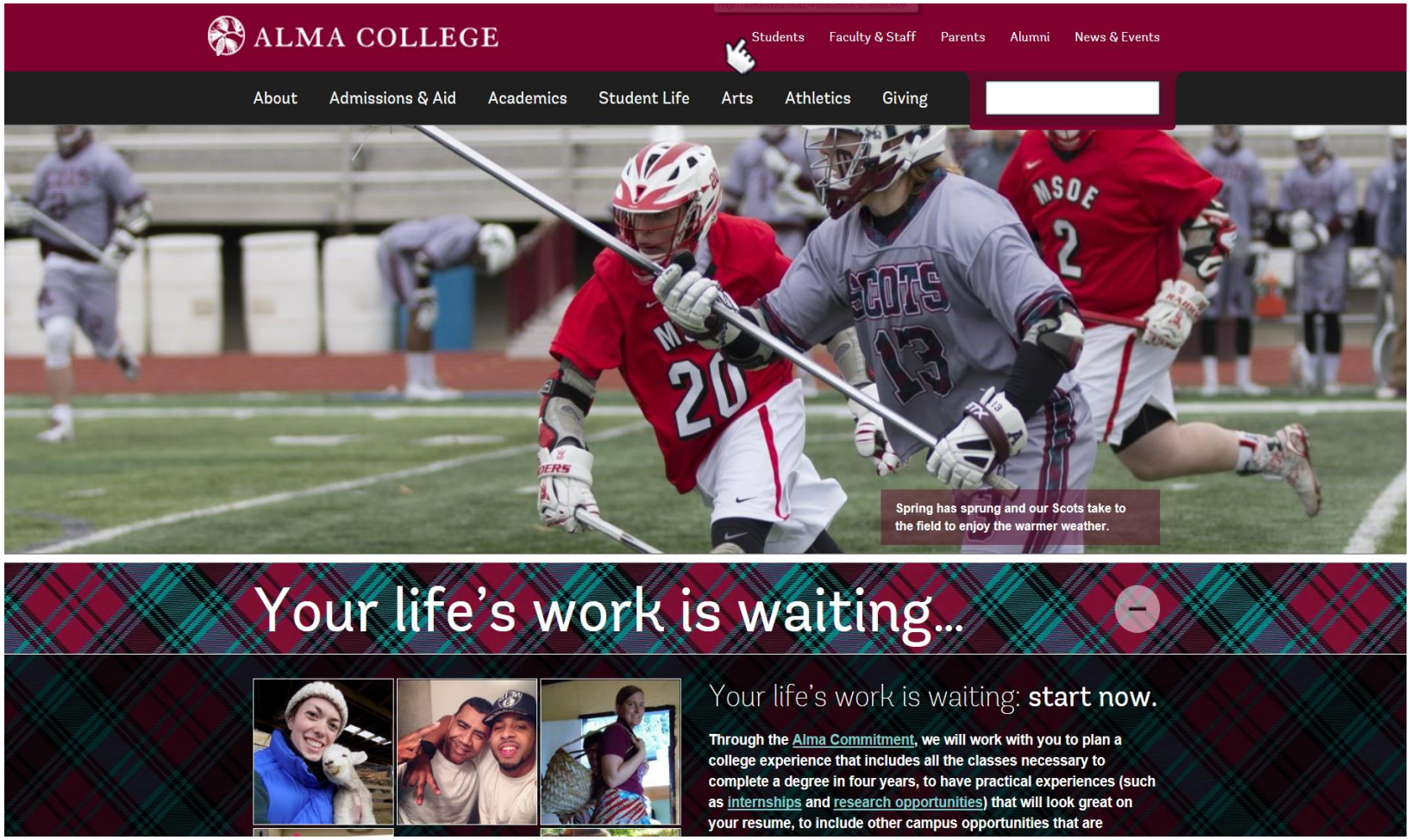
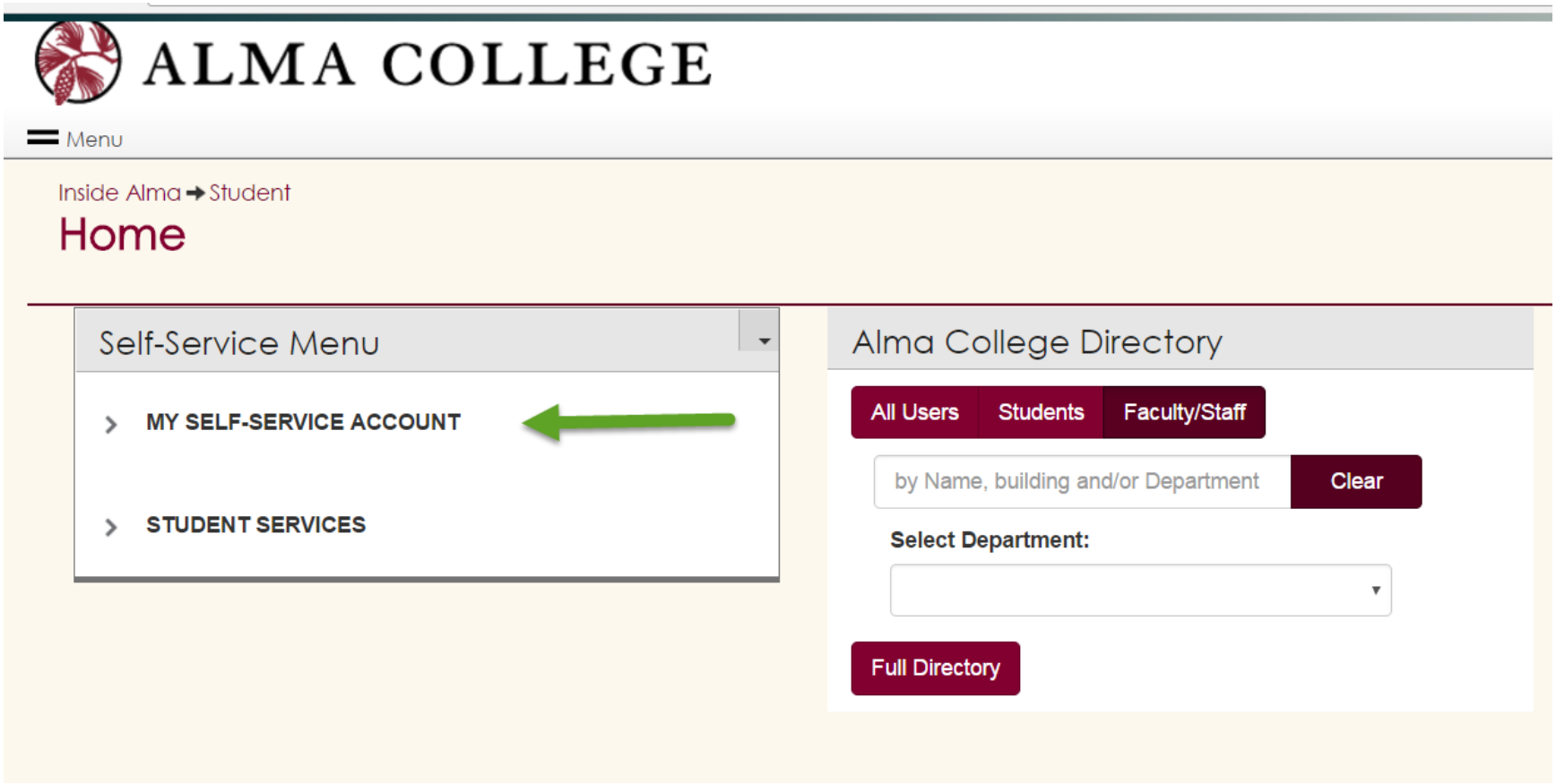
Setting up a Proxy Account

1. Go to www.alma.edu and select **“Students”** at the top of the page.

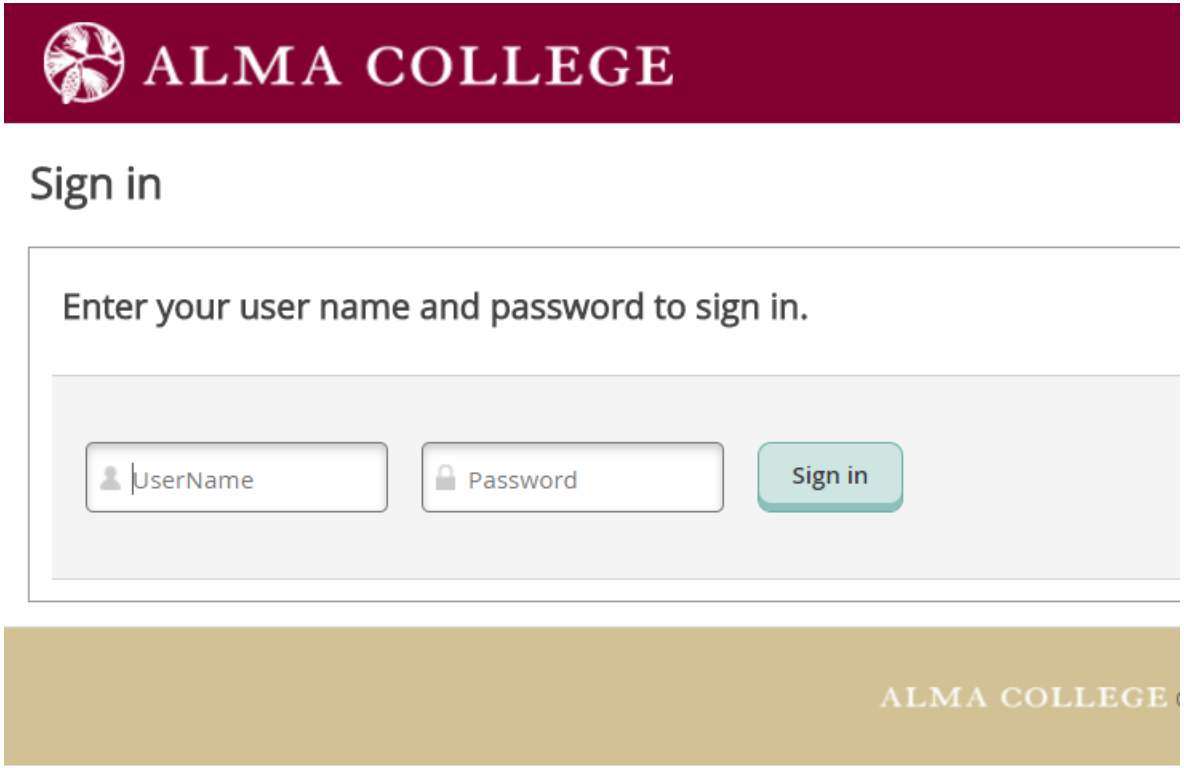


2. Select **“Inside Alma”** to be directed to the Student Portal

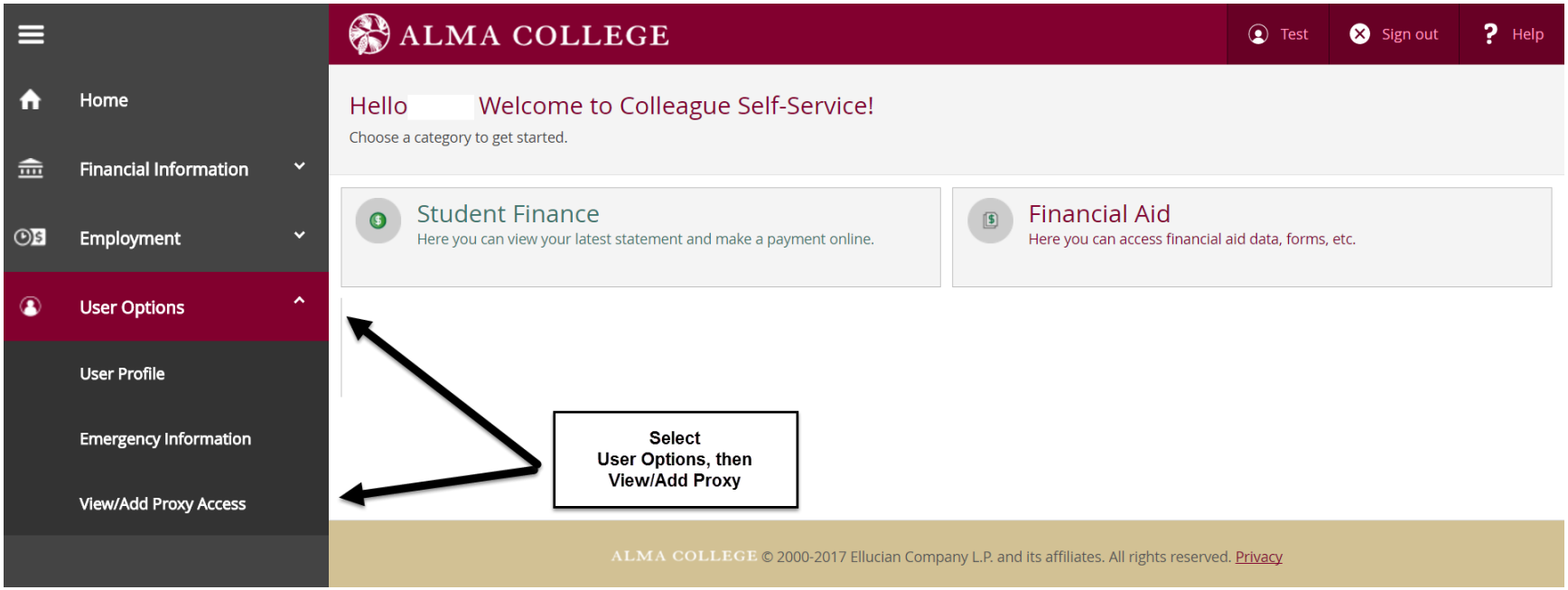
3. Select **“My Self-Service Account”** from the Self-Service Menu.



4. Sign in to your Self-Service Account



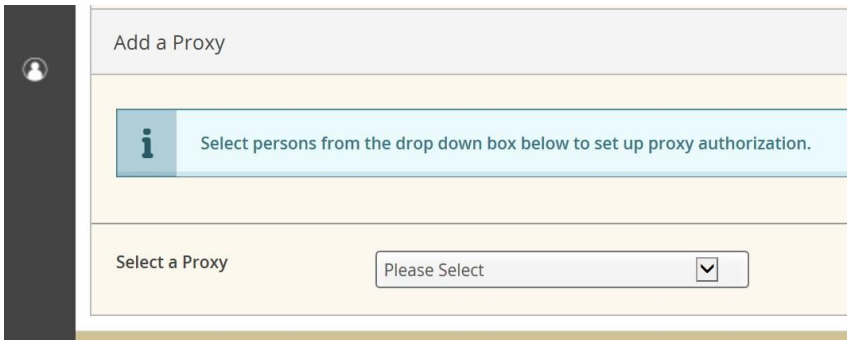
5. Choose the “User Options” Menu to View or Add Proxy Access



6. Select or Add a Person

At the bottom of the page, select a person from names that are already in the system as relatives or click “Add Another User” if the person you want to give access to is not listed.

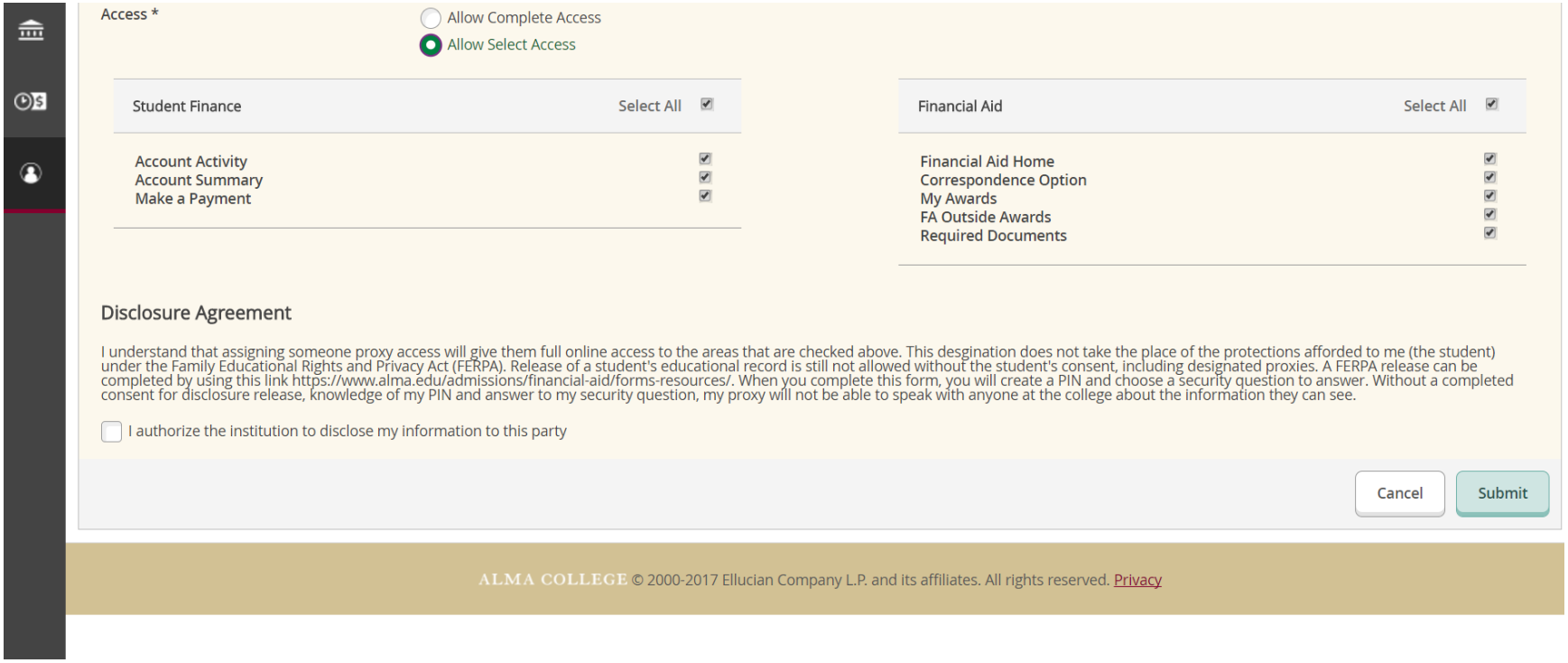
NOTE: You can give access to more than one person, but this step must be completed for each person.



7. Assigning the Access you Wish to Give to Your Proxy

If you select or add a proxy, you will be prompted to choose the kind of access you wish to allow. By choosing **"Select All"** you are giving your proxy the ability to view your financial aid, student account activity or summary, download a statement and/ or make a payment on your account. Please confirm the email address is correct. If it is not correct, STOP, and contact financial services at 989-463-7453 or financialservices@alma.edu.

If you select "Allow Complete Access", the boxes will check automatically for you.

If you select "Allow Select Access", you will need to select the access options you want to give your proxy: Account Activity, Account Summary, Make a Payment and/or the Financial Aid options

Read and sign the disclosure agreement.