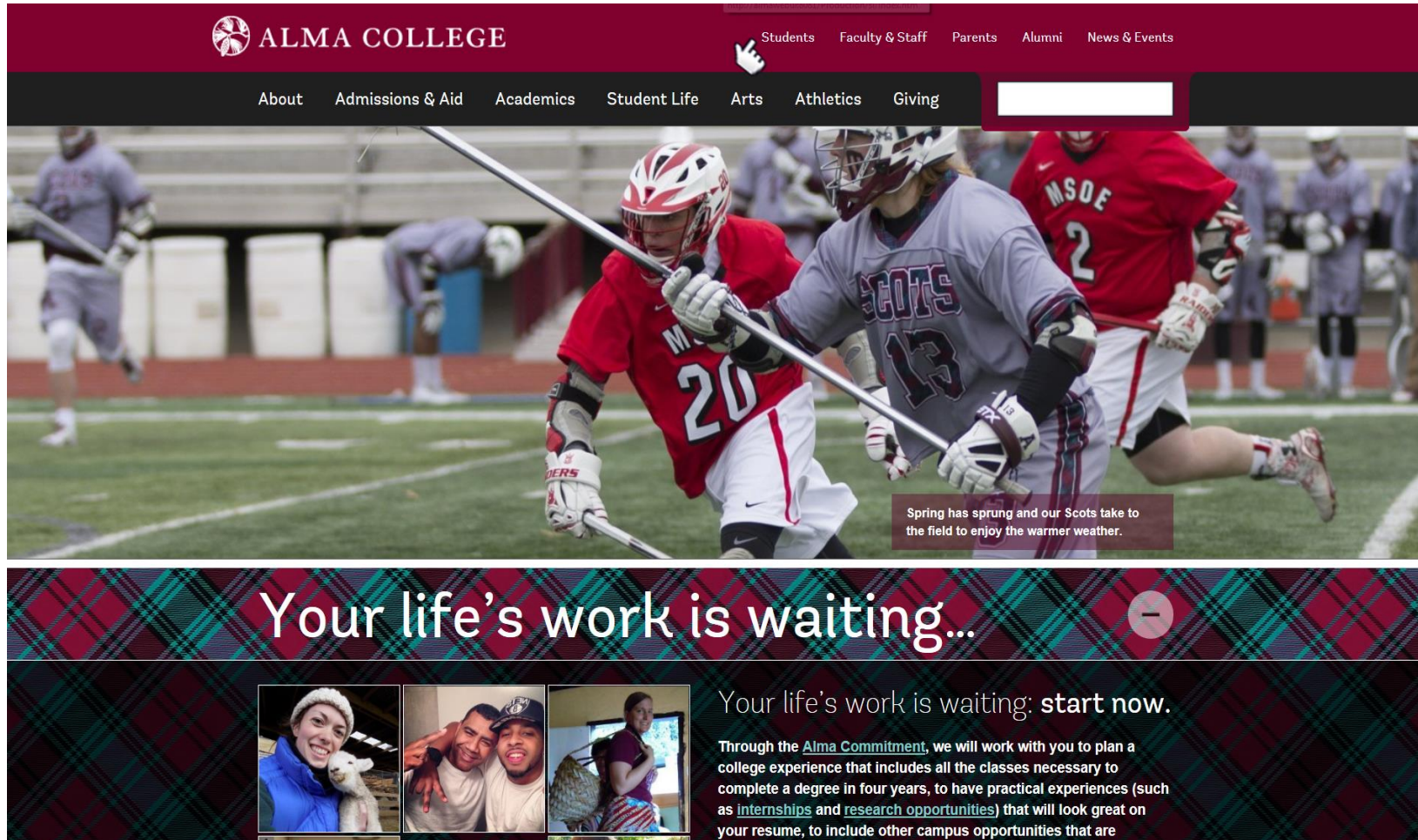


Setting up a Proxy Account

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



The screenshot shows the Alma College website. At the top, the Alma College logo is on the left, and a navigation menu is on the right with links for Students, Faculty & Staff, Parents, Alumni, and News & Events. Below this is a secondary navigation bar with links for About, Admissions & Aid, Academics, Student Life, Arts, Athletics, and Giving. A search box is located to the right of the Athletics link. The main content area features a large banner image of a lacrosse game. A text box in the bottom right of the banner reads: "Spring has sprung and our Scots take to the field to enjoy the warmer weather." Below the banner is a section with a plaid background. The text "Your life's work is waiting..." is displayed in large white font. To the right of this text is a minus sign icon. Below the text are three small images: a student with a sheep, two students smiling, and a student with a guitar. To the right of these images is the text "Your life's work is waiting: start now." followed by a paragraph: "Through the [Alma Commitment](#), we will work with you to plan a college experience that includes all the classes necessary to complete a degree in four years, to have practical experiences (such as [internships](#) and [research opportunities](#)) that will look great on your resume, to include other campus opportunities that are

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

The screenshot displays the Alma College website interface. At the top, the Alma College logo and name are on the left, and navigation links for Students, Faculty & Staff, Parents, Alumni, and News & Events are on the right. Below this is a dark navigation bar with links for About, Admissions & Aid, Academics, Student Life, Arts, Athletics, and Giving. A search box is located to the right of these links. The main content area features a large plaid banner with the word "Students" in white. A white callout box labeled "Students at Alma" points to a grid of images showing students in winter settings. Below the images is a dark navigation bar with links for Students, Faculty & Staff, Parents, Alumni, and News & Events. At the bottom, a row of icons includes Moodle, an envelope icon with a red 'A', the "inside ALMA" icon (highlighted with a green arrow), a calendar icon, and a "SCOTS ON SOCIAL MEDIA" banner with social media icons. A "Sodexo Nutrition Calculator" link is visible at the bottom right.

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

The screenshot displays the Alma College website interface. At the top left is the Alma College logo, a circular emblem with a red and white design. To its right, the text "ALMA COLLEGE" is written in a large, black, serif font. Below the logo and name is a navigation bar with a hamburger menu icon and the word "Menu". Underneath the menu icon, the text "Inside Alma → Student" is visible, followed by the word "Home" in a large, red, serif font. The main content area is divided into two columns. The left column features a "Self-Service Menu" dropdown menu with two options: "MY SELF-SERVICE ACCOUNT" and "STUDENT SERVICES". A green arrow points to the "MY SELF-SERVICE ACCOUNT" option. The right column features the "Alma College Directory" section, which includes three buttons: "All Users", "Students", and "Faculty/Staff". Below these buttons is a search input field with the placeholder text "by Name, building and/or Department" and a "Clear" button. Underneath the search field is a "Select Department:" label and a dropdown menu. At the bottom of the directory section is a "Full Directory" button.


4. Sign in to your Self-Service Account




ALMA COLLEGE

Sign in

Enter your user name and password to sign in.

 UserName

 Password

Sign in

ALMA COLLEGE

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

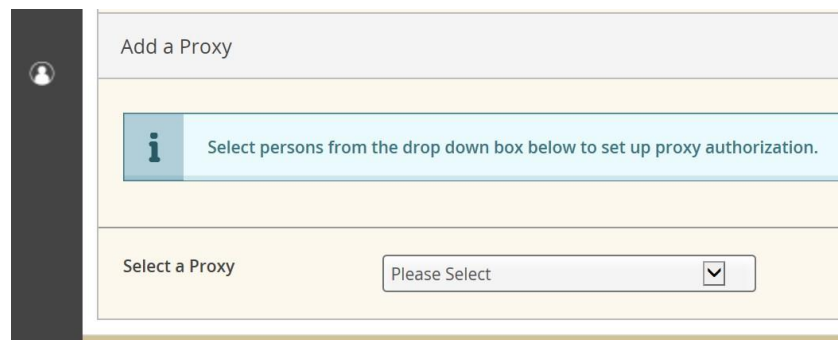
The screenshot displays the ALMA COLLEGE self-service portal interface. On the left is a dark grey sidebar menu with the following items: Home, Financial Information, Employment, **User Options** (highlighted in maroon), User Profile, Emergency Information, and View/Add Proxy Access. The main content area has a maroon header with the ALMA COLLEGE logo and navigation links for Test, Sign out, and Help. Below the header, a grey banner says "Hello [redacted] Welcome to Colleague Self-Service! Choose a category to get started." Two white boxes with maroon icons are visible: "Student Finance" (with a dollar sign icon) and "Financial Aid" (with a document icon). A callout box with a black border and white background contains the text "Select User Options, then View/Add Proxy" and has two black arrows pointing to the "User Options" menu item and the "View/Add Proxy Access" option in the sidebar.

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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.



The screenshot shows a web interface for adding a proxy. On the left is a dark vertical sidebar with a user profile icon. The main content area has a light gray header with the text "Add a Proxy". Below the header is a light yellow section containing a blue information box with a lowercase 'i' icon and the text "Select persons from the drop down box below to set up proxy authorization." At the bottom of this section is a form with the label "Select a Proxy" and a dropdown menu. The dropdown menu currently displays "Please Select" and has a downward-pointing arrow icon on its right side.

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.

Access *

Allow Complete Access

Allow Select Access

Student Finance	Select All	<input checked="" type="checkbox"/>	Financial Aid	Select All	<input checked="" type="checkbox"/>
Account Activity		<input checked="" type="checkbox"/>	Financial Aid Home		<input checked="" type="checkbox"/>
Account Summary		<input checked="" type="checkbox"/>	Correspondence Option		<input checked="" type="checkbox"/>
Make a Payment		<input checked="" type="checkbox"/>	My Awards		<input checked="" type="checkbox"/>
			FA Outside Awards		<input checked="" type="checkbox"/>
			Required Documents		<input checked="" type="checkbox"/>

Disclosure Agreement

I understand that assigning someone proxy access will give them full online access to the areas that are checked above. This designation does not take the place of the protections afforded to me (the student) under the Family Educational Rights and Privacy Act (FERPA). Release of a student's educational record is still not allowed without the student's consent, including designated proxies. A FERPA release can be completed by using this link <https://www.alma.edu/admissions/financial-aid/forms-resources/>. When you complete this form, you will create a PIN and choose a security question to answer. Without a completed consent for disclosure release, knowledge of my PIN and answer to my security question, my proxy will not be able to speak with anyone at the college about the information they can see.

I authorize the institution to disclose my information to this party

Cancel Submit

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