## **Claiming a Proxy**

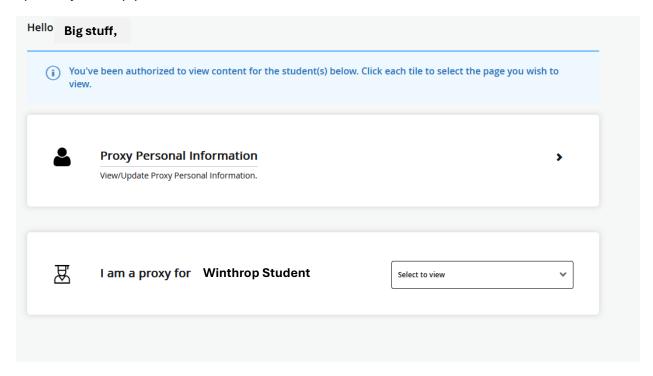
Once the student creates a proxy, the proxy will get two emails: one with a URL for the Proxy Access page and another with the proxy's initial password.

1) Proxy should follow the link in the email. Enter the initial password.

WT.W/INITHBOD	Enter your Initial Password, then click S	submit to continue.
***************************************	An email you received contained a URL (which you have use contained an initial password. These are used together to ve will also use the password for the Initial Password on the foll password.	erify that you are an intended recipient. You
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	onfidential and proprietary information of Ellucian or its subsidia ses and is subject to the terms and conditions of one or more wi ses.	
) Reset pas		
	en verified. The next step is to save your password for proxy acc security, use a combination of uppercase letters, lowercase letter	
Email Address		
Initial Password		

New Password

3) Proxy sets up personal information.



4) Use **Select to view** dropdown to view student's information.

## Please remember...

- Only the student can create a proxy.
- A student can disable proxy access at any time.
- You can specify which records are viewable by the proxy.
- Winthrop employees cannot tell whether a student granted a person proxy access. Only the student can see that.