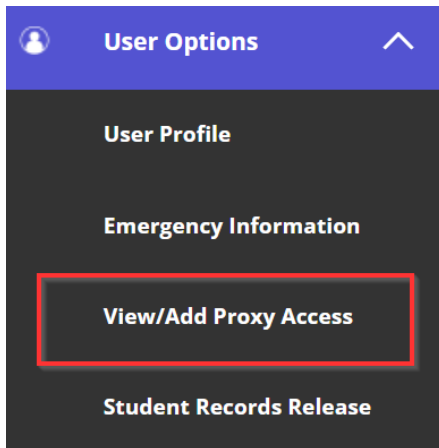


How to assign proxy to an individual in Colleague Self-Service

1. Log-in to Colleague Self-Service at <https://rivu-ss.colleague.elluciancloud.com/Student>.
2. On the left-hand side, select the user options using the icon below:



3. Select View/Add Proxy access the menu below:



4. Select Add a Proxy:

Add a Proxy

Select a Proxy

5. The form requires the following fields:
 - a. First and Last Name

- b. Email Address, one that is not shared with the student
- c. Phone Number, preferably a mobile phone
- d. Relationship

The other fields are optional. Below this information, you can either allow complete access or select access. Determine what you want to give the individual access.

Allow Select Access

| | |
|---|---|
| <input type="checkbox"/> Student Finance ⓘ | <input type="checkbox"/> Financial Aid ⓘ |
| <input type="checkbox"/> Account Activity | <input type="checkbox"/> Offer Letter |
| <input type="checkbox"/> Account Summary | <input type="checkbox"/> Financial Aid Home |
| | <input type="checkbox"/> Correspondence Option |
| | <input type="checkbox"/> Request a New Loan |
| | <input type="checkbox"/> My Awards |
| | <input type="checkbox"/> FA Outside Awards |
| | <input type="checkbox"/> FA Required Documents |
| | <input type="checkbox"/> Satisfactory Academic Progress |
| | <input type="checkbox"/> College Financing Plan |
| <input type="checkbox"/> General ⓘ | <input type="checkbox"/> Academics ⓘ |
| <input type="checkbox"/> Notifications | <input type="checkbox"/> Grades |

Cancel

Submit

6. When the choices have been selected, click submit.