# Person Proxy Set-Up and Functionality

LC State students may designate a "proxy" user who can access their information within the Student Planning/Self-Service/WarriorWeb system. A proxy user is typically a parent, spouse, guardian, etc. to whom the student grants access to view typically private student information such as: grades, finances, and tax data depending upon what information the student wishes to share.

Students will log into their WarriorWeb to complete the proxy access form. You can get to the View/Add Proxy Access page in Student Planning/Self-Service in two ways:

1. Expand the 'user' icon on the lower left side of screen.
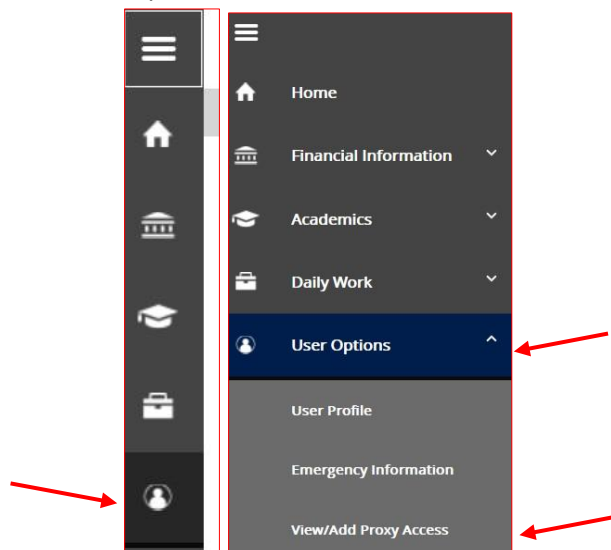
2. Or, click on your user name in the upper right corner of Self-Service which will open a drop-down box with the 'View/Add Proxy Access' link
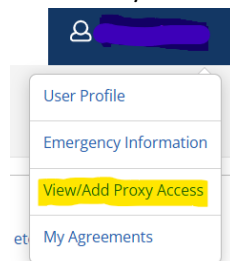
Once on the View/Add Proxy Access page there is a box titled 'Select a Proxy'. This is where you will choose to 'Add a user' or select an existing user to add back as a proxy.

Required fields for adding a proxy user are First Name, Last Name, Email Address (for the designated Proxy), Birth Date, and Relationship. It is very important that these items are entered **accurately** for each proxy. There are other optional fields that you can populate that will possibly help identify an existing record in our system for a match.

Once you enter your proxy's information, choose the information you want to disclose (you may allow complete access, or select specific information for access by each informational item).

Be sure to read the Disclosure Agreement and check the box authorizing disclosure of information to your chosen proxy.

- If the designated PROXY has ever applied to or enrolled at LC, the system will find them based on the information entered. An email will be sent to the selected proxy user that explains they have been designated as a proxy user for you. You, the student, will be CC'd. The new proxy user will use their existing WarriorWeb login information, or if they did not have a WarriorMail

account one will be created for them. If a new account is created, then an email will be sent to them with the login information. A separate email will be sent with the temporary password for the new WarriorMail account. This email will have a link for the user to sign into which is the WarriorHub.

- If there is no existing PERSON record in the system that matches the information entered by the student, then a new PERSON record is created.

- An Email will be sent to the new proxy user that explains that they have been designated as a proxy user for you, and you will be CC'd. The email will contain the proxy user's username and a link to the proxy sign-in page. A separate email will contain the temporary password.

Person Proxy will login into WarriorHub and go to WarriorWeb.

Following the link in the email which will take the proxy user to a login page where they will use the credentials that they received via email in order to sign in:

Once the proxy user is signed in, they are given the option to select the person's account they want to view. They will choose their student, not themselves (only proxies with an LCSC WarriorWeb account will have their own information to review). They will then be able to see the specific categories to which they have been granted access.
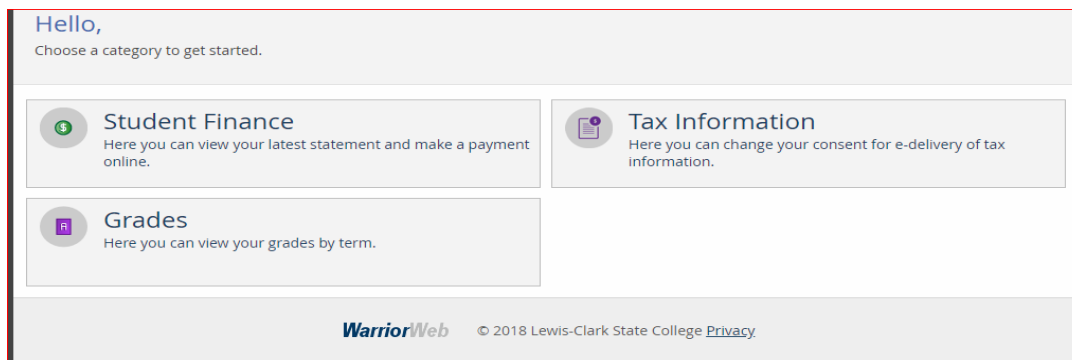
Please note that proxies will be asked a series of questions to verify their identity, as well as the student.

If you have any questions about setting up a person proxy, or about accessing a student's information, contact the Registrar & Records Office at 208-792-2223 or registrar@lcsc.edu.