

Student Instructions for Assigning a Proxy

Proxy access provides an opportunity for students to grant online access to their information using Self Service. This is called granting "proxy access" and the other person is referred to as the proxy. The most common scenario is granting a parent or spouse access to a student's information. Access is granted by the student, who must provide a valid email address as well as other information for the designated proxy.

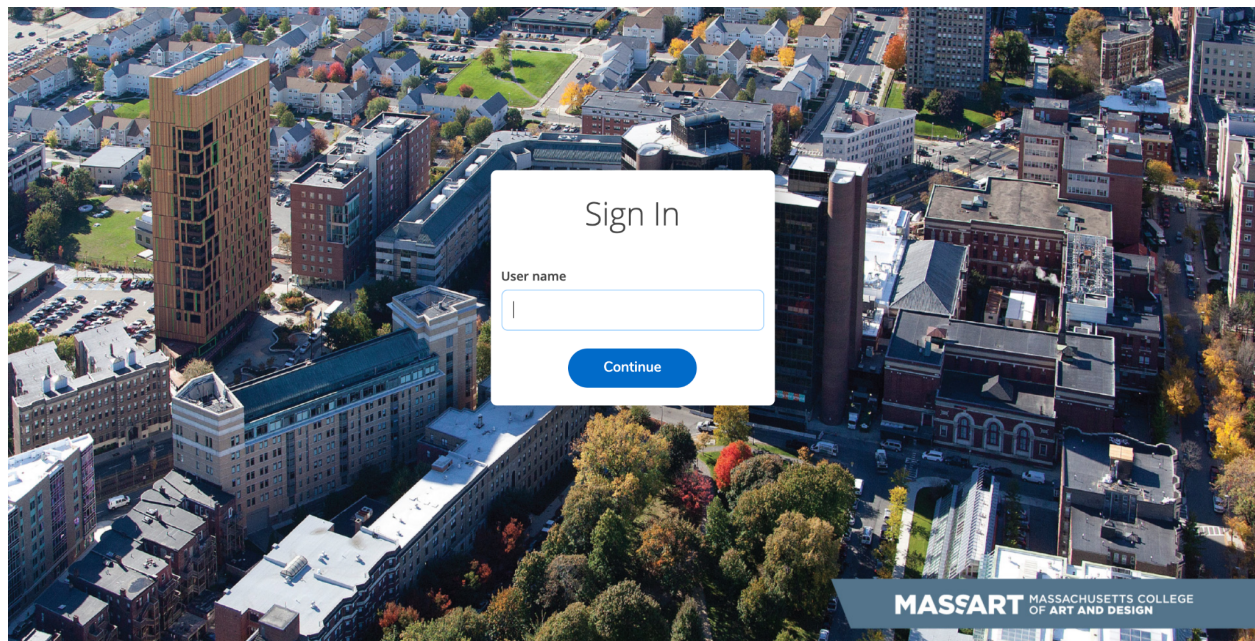
Please contact the MassArt EAI Team with any questions - eai-team@massart.edu.

Step 1

Access Self Service directly at:

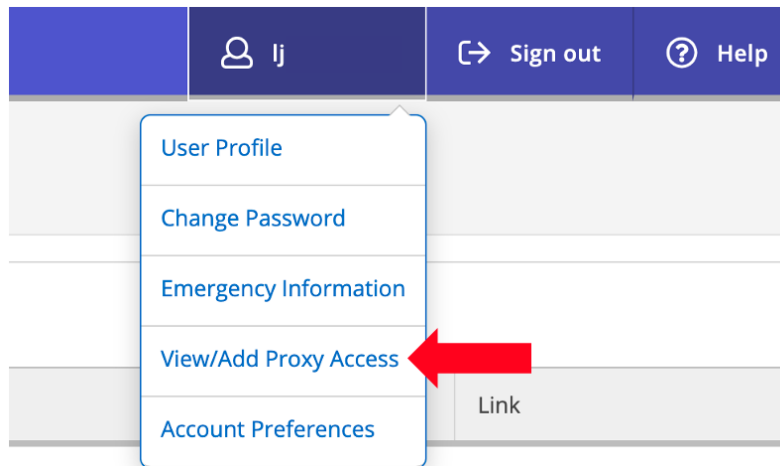
<https://mca-ss.colleague.elluciancloud.com/Student/>

Enter your Net ID, then click Continue. You will be asked for your password on the following screen.

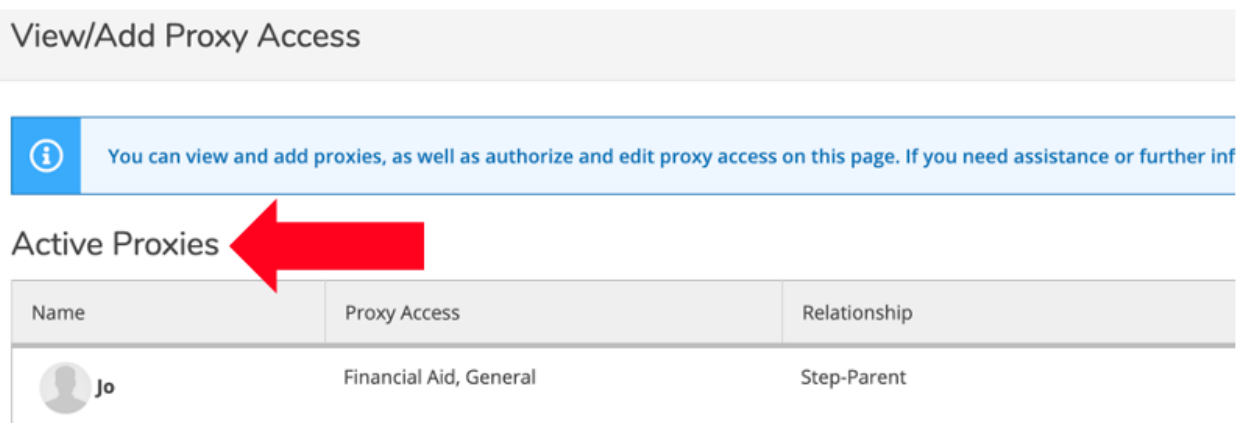


Step 2

Once you are logged in, click on your username at the top of the screen, and select **View/Add Proxy Access**.



If you already have proxies assigned, you will see them listed under **Active Proxies**.



To add a Proxy, scroll down to **Add a Proxy** and in the **Select a Proxy** drop down menu, select **Add Another User**.

Add a Proxy



Select a name in drop down "Select a Proxy" box below to authorize access. If you do not have a new proxy by selecting "Add Another User" Option.

Select a Proxy

Please Select

✓ Add Another User



Step 3

Fill out Proxy Information. Fields with an asterisk (*) are required.

Select a Proxy

Add Another User

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Email Address *

Email Address

Confirm Email Address *

Email Address

Phone *

Phone

Phone Extension

Phone Extension

Birth Date *

MM/DD/YYYY



SSN

XXX-XX-XXXX

Confirm SSN

XXX-XX-XXXX

Relationship *

Please Select

You can either **Allow Complete Access** or **Allow Select Access** to selected areas.

Access *

☒ Allow Complete Access

☐ Allow Select Access

☒ Financial Aid 	☒ General 
☒ FA Outside Awards	☒ Notifications
☒ Offer Letter	
☒ College Financing Plan	
☒ Request a New Loan	
☒ Correspondence Option	
☒ My Awards	
☒ Satisfactory Academic Progress	
☒ Financial Aid Home	
☒ FA Required Documents	

Access *

☐ Allow Complete Access

☒ Allow Select Access

☐ Financial Aid 	☒ General 
☐ FA Outside Awards	☒ Notifications
☒ Offer Letter	
☐ College Financing Plan	
☐ Request a New Loan	
☐ Correspondence Option	
☐ My Awards	
☐ Satisfactory Academic Progress	
☒ Financial Aid Home	
☒ FA Required Documents	

Step 4

Be sure to click the Authorize checkbox in the Disclosure Agreement, and then click **Submit**.

Disclosure Agreement

I understand that the Family Educational Rights and Privacy Act(FERPA) protects the confidentiality of my student education records and that Massachusetts College of Art and Design (MassArt) may only release these records to third parties with my prior written consent or as otherwise permitted by law. Intending to waive my right to confidentiality, I consent and direct MassArt to release information from my information noted above to my parent, legal guardian and/or another third party person noted above.

Further, I agree to release, indemnify, and hold harmless MassArt, its employees, officers, and agents, from all liability for damages of whatever kind which may result on account of the institution's compliance, or any attempts to comply, with this authorization.

Clicking the box below constitutes an electronic signature and authorizes MassArt to disclose the information you selected to your selected third party.

I authorize MassArt to disclose information to my designated third party.

☐ I authorize the institution to disclose my information to this party

Cancel

Submit

Step 5 (Optional)

Change or remove access for a proxy by clicking the pencil to the right of your proxy's name under **Active Proxies**.

Active Proxies

Name	Proxy Access	Relationship	Effective Date	
 Jocelyn M. Gomes	Financial Aid, General	Step-Parent	6/22/2020	

Change the access type to **Allow Complete Access**, **Allow Select Access**, or **Remove All Access**. Then click **Save**.

Edit Proxy Details

Name

Jocelyn M. Gomes

Email Address

jgomes@massart.edu

Relationship

Guardian

Access

☐ Allow Complete Access

☐ Allow Select Access

☒ Remove All Access

☐ Financial Aid ⓘ

☐ General ⓘ

☐ FA Outside Awards

☐ Notifications

☐ Offer Letter

☐ College Financing Plan

☐ Payment History

Cancel

Save

You cannot modify your proxy's information. If you have entered information incorrectly, you will need to contact the [MassArt EAI Team](#).

Frequently Asked Questions by Students

Which students can set up Proxy Access?

Any student has the ability to set up Proxy Access. The View/Add Proxy link is located under the User Options in Self Service. It can also be accessed by clicking on your username at the top of the screen.

Can a student specify multiple Proxies?

Yes, a student can specify multiple proxies. Each proxy can have different levels of access to the student's information.

Can someone be assigned as a proxy for multiple students?

Yes, someone can be assigned as a proxy for multiple students. This is particularly useful in the case of siblings attending MassArt.

Can a proxy call MassArt if they have questions about the proxy process?

If a proxy has a question about the functionality of Proxy Access, the proxy should first check the [Proxy Access Instruction Guide for Parents/Guardians](#). If your proxy still has questions after reviewing the guide, they can email questions to: helpdesk@massart.edu

What does a student do when they no longer want a proxy to have access?

A student can log into Self Service, click on their username and then click View/Add Proxy Access. Then click the pencil on the right of the proxy's name to edit or remove the proxy's access rights.

Will my proxy be notified if a modification to access is made including removing authorization?

Yes, an email will be sent to the proxy if the student chooses to modify or remove proxy access.

What if a student enters wrong information for their proxy?

Unfortunately, proxy information cannot be edited by a student. The student will need to contact the MassArt EAI Team at eai-team@massart.edu.

Can students view who has accessed information through proxy access?

No, students are not notified if a proxy accesses their information.