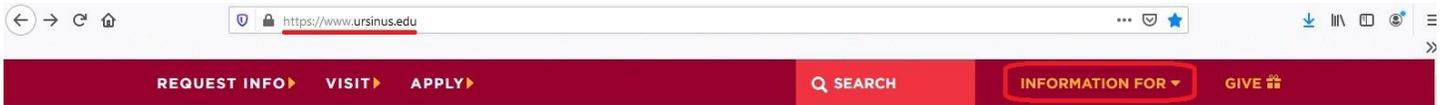


1. Go to www.ursinus.edu and click on the “INFORMATION FOR” menu at the top of the page



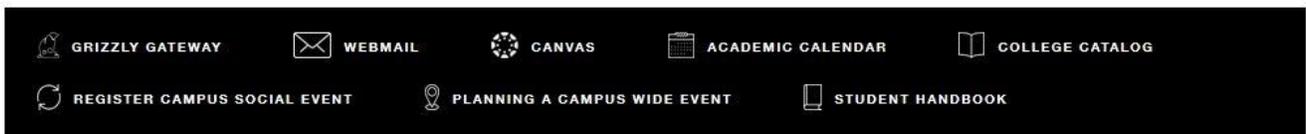
2. Click on “Students” in the “INFORMATION FOR” menu



3. On the Students page in the “STUDENT LINKS” section, click on the “Student Financial Services” tile

Students

POPULAR LINKS



STUDENT LINKS



4. Click on “Add Proxy Access for Bill”

STUDENT LINKS

ALL **REGISTRATION** **STUDENT RECORDS** **STUDENT FINANCIAL SERVICES** **DISABILITY SERVICES** **ACADEMIC SUPPORT** **ADDITIONAL SERVICES**

Search
Search Student Links

Student Responsibility Agreement and Pay Bill
View your account details and pay your bill here. More information about different ways of paying are available on the Student Financial Services webpage.

View Financial Aid Information
You can find more information about your financial aid package here. Consult the Student Financial Checklist for steps about maintaining your aid.

Add Proxy Access for Bill
Bills are distributed to students directly, but students can assign proxies to view and pay their bill. See this page for different proxy options.

Student Financial Checklist
Returning students receiving aid should consult this checklist early every calendar year to ensure financial aid transfers from year to year.

5. Enter your Ursinus credentials (username and password you use to access your email and the Grizzly Gateway) and click the blue “Sign In” button

Ursinus College

Sign In

Username

Password

Remember me

Sign In

Need help signing in?

6. Click on the “Select a Proxy” drop-down box

Ursinus College

User Options · View/Add Proxy Access

View/Add Proxy Access

Next to 'Select a Proxy', click on 'Please Select'. If you do not see your parent in the list, please email personproxy@ursinus.edu, to provide your parent the parent's email has been updated.

Active Proxies

You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.

Add a Proxy

Select a Proxy

Please Select

7. Click on "Add Another User"

Add a Proxy

Select a Proxy

Please Select

Please Select

Add Another User

8. Enter all required demographic information for your proxy

Add a Proxy

Select a Proxy

Add Another User

Prefix

Please Select

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Suffix

Please Select

Email Address *

Email Address

Confirm Email Address *

Email Address

Email Type

Please Select

Phone *

Phone

Phone Extension

Phone Extension

Phone Type *

Please Select

Gender

Please Select

Relationship *

Please Select

9. Select the Access level that you want to give to your proxy

- a. If you select Allow Complete Access, this will allow us to communicate with this person regarding both your bill and your financial aid

Access *

Allow Complete Access

Allow Select Access

10. If you choose to "Allow Select Access" to your proxy, you will need to select what information we are able to share with them

NOTE: While you are able to select individual items under each section, we will need you to select an entire section to be able to discuss all facets of that area of our office with your proxy

Access *

Allow Complete Access

Allow Select Access

Student Finance ⓘ

Account Activity

Account Summary

Make a Payment

Financial Aid ⓘ

Award Letter

Financial Aid Home

Correspondence Option

My Awards

Required Documents

General ⓘ

Notifications

11. If you select “Allow Complete Access” for your proxy, it will automatically select all checkboxes within that section

Access *

Allow Complete Access

Allow Select Access

<input checked="" type="checkbox"/> Student Finance ⓘ	<input checked="" type="checkbox"/> Financial Aid ⓘ
<input checked="" type="checkbox"/> Account Activity	<input checked="" type="checkbox"/> Award Letter
<input checked="" type="checkbox"/> Account Summary	<input checked="" type="checkbox"/> Financial Aid Home
<input checked="" type="checkbox"/> Make a Payment	<input checked="" type="checkbox"/> Correspondence Option
	<input checked="" type="checkbox"/> My Awards
	<input checked="" type="checkbox"/> Required Documents

General ⓘ

Notifications

12. Be sure to read the Disclosure Agreement (explaining you are waiving rights to FERPA for this individual), check the authorization box, and click the blue “Submit” button

Disclosure Agreement

CONFIDENTIAL In compliance with FERPA and Ursinus College's policy on access to student education records, the College may not disclose your education records (or information contained therein) to anyone other than you. This prohibition extends to education records revealing your grades, billing, tuition and fees, assessments, and financial records (including scholarships, grants, work study, or loan amounts). This prohibition further applies but is not limited to disclosures to your parents, your spouse, or a sponsor. By clicking the box below, you authorize Ursinus College to disclose the specified to your selected recipient.

authorize the institution to disclose my information to this party

13. Once you have completed this, our office will be able to see your new proxy listed under your account and will be able to discuss your information regarding the areas that you granted them access to (steps 9-10)