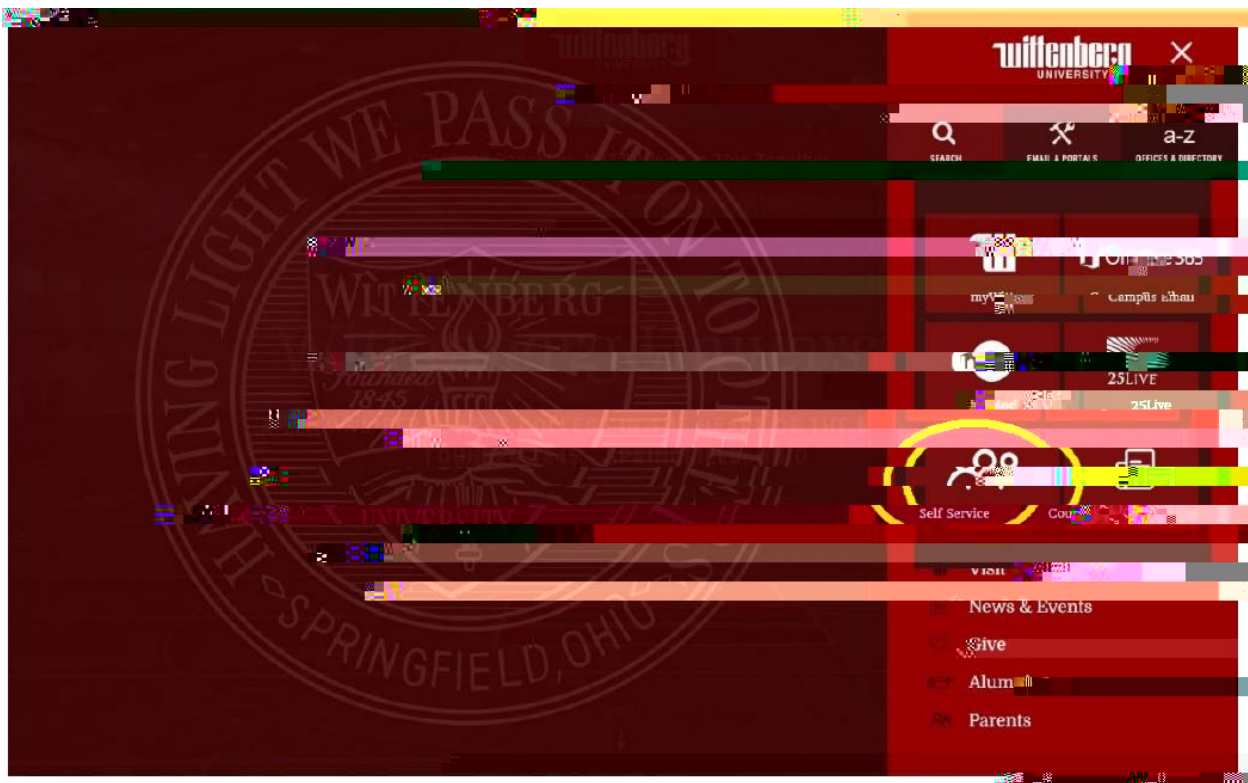




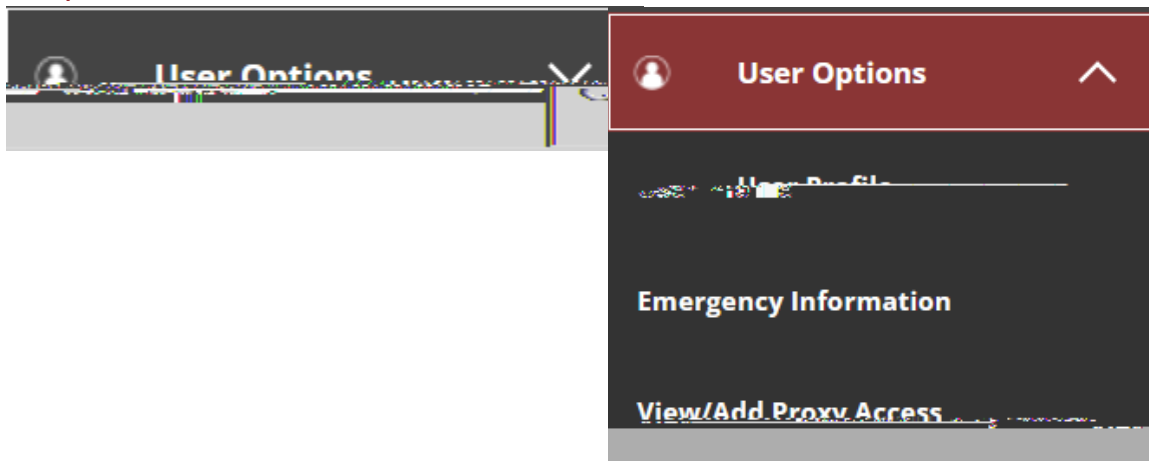
## How to give a parent/guardian access to your personal information (Proxy Access)?

### Step 1: Log in to Wittenberg Self Service

1. Go to [www.wittenberg.edu](http://www.wittenberg.edu).
2. Click on MENU in the top right-hand corner.
3. Click on EMAIL & PORTALS.
4. Click on SELF SERVICE from the dropdown menu. Sign in with your Wittenberg email address and password.



### Step 2: Click on the User Profile icon on the lower left menu.



Step 3: Select the parent/guardian you would like to provide access to.

Person not listed? Select "Add Another User" and enter the appropriate information.

Step 4: Assign the level of access you would like to share with this individual.

The level of access is up to you as the

Step 5: Read and authorize the Disclosure Agreement by checking the box below and the Save button.

Disclosure Agreement

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. You also have the right to discuss the designated item with the proxy in person, by phone, or by mail, or to grant proxy authority to act on behalf of the student.

I authorize the institution to disclose my information to this party



How to claim your proxy account after your student has provided access?

**Step 1: Check your email.**

Upon granting access, parents/guardians will receive two emails with instructions to claim your proxy account and a temporary password.

Tips for getting set up:

1. When you need to enter the username/email to access the Self-Service portal, make sure you enter the full user name, that is [prx.XXXXX@wittenberg.edu](mailto:prx.XXXXX@wittenberg.edu) (where XXXXX is whatever unique name you receive)
2. When the system asks you to set up the authenticator app, you may instead choose another option (this choice is below the box). You will need to enter in your phone information and then you will be taken to a screen that looks like the first one; repeat the process again (this time entering your email information) and you should be good to go. You will need to enter a text every time you log in. Please be sure to enter YOUR phone information and not your student's.
3. When you have logged in to the Self-Service portal, you will have the option of seeing your account or the student's account. Please choose the student's account, since as you are not a student, there will be no information in your account.