



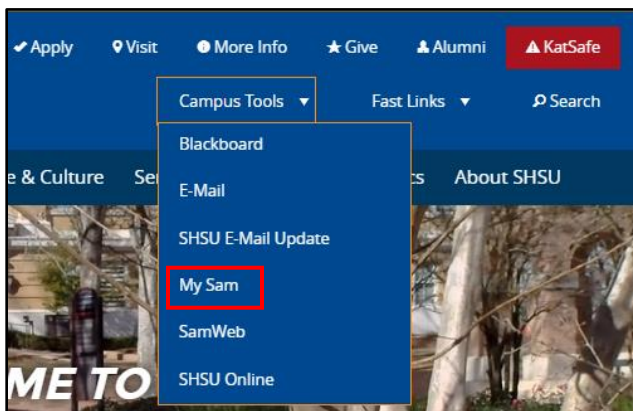
PROXY PORTAL – *How-To Guide for Students*

Proxy Portal allows Sam Houston State University students to grant parents, guardians, coaches, or potential employers' access to specific parts of their records online, pertaining to financial aid and/or registration.

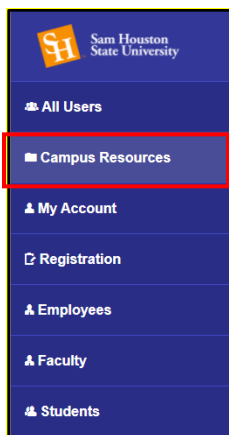
By setting up Proxy Portal access, the student is granting the designated person access to view this information online at their convenience. Access can be updated or revoked at the discretion of the student.

Adding a Proxy:

1. Log in to [My Sam](#)



2. Click on Campus Resources





3. Scroll down to the Office of the Registrar Tab and select Proxy Portal

Office of the Registrar

Primary functions:

- [Registration](#)
- Transcripts
 - [Official](#)
 - [Unofficial](#)
- [Graduation](#)
- [View Grades in DegreeWorks](#)
 - **FOR MANAGED MACHINES:**
Windows: Use IE or Edge
Mac: Install and use PORTABLE version of Firefox from a USB flash drive.
(doesn't require Admin privileges)
 - **FOR PERSONAL MACHINES:**
Windows: Use IE or Edge
Mac: Install and use Firefox

Other Services:

- [TSI](#)
- [Enrollment Verification](#)
- [Proxy Portal](#)

Please visit the Office of the Registrar for more information:
<https://www.shsu.edu/dept/registrar/>

4. Select Proxy Portal and click Add New

Proxy Management [+ Add New](#)

i There are no proxies available for you to view. Click Add New to add a proxy.

NOTE: If you have not set up Duo Security, you will need to do so before you can access Proxy Management. You can find more information about duo security here:

<https://www.shsu.edu/dept/it@sam/technology-tutorials/duo/how-to-enroll.html>



5. Enter required information for your proxy and the dates you would like them to have access to your information.

Proxy Information ⓘ

Profile (Required)

First Name

Last Name

E-Mail

Verify E-Mail

Relationship ⓘ

Start Date

Stop Date

Additional Information

Description

Authorizations (Required) ⓘ

Select All

Copy Authorizations ⓘ



6. Check each box next to the information you would like your proxy to have access to view.
 - a. Pages available will depend on what relationship you select for your proxy.
 - b. Click Submit

Authorizations (Required) ⓘ

Select All

Award Package

Award History

Student Detail Schedule

Week at Glance

Financial Aid Status

Student Holds

Student Profile

Student Grades

Copy Authorizations ⓘ

Select a Person ▼

Cancel Submit

Your Proxy will now receive three different emails:

- a. One email will be titled *Sam Houston Proxy Confirmation Token* and have a code to use in the one-time use link from the *Confirm New Sam Houston Proxy Identity* email.
- b. One email will be titled *Confirm New Sam Houston Proxy Identity* and will have a one-time link to be used with the code from the *Sam Houston Proxy Confirmation Token* email.
- c. One email will be titled *Sam Houston Proxy Relationship Updated* and will state what type of proxy you have been granted as well as the permanent link to access the student's information after setting up your account.
 - i. *It is recommended that you save this link for future use.*

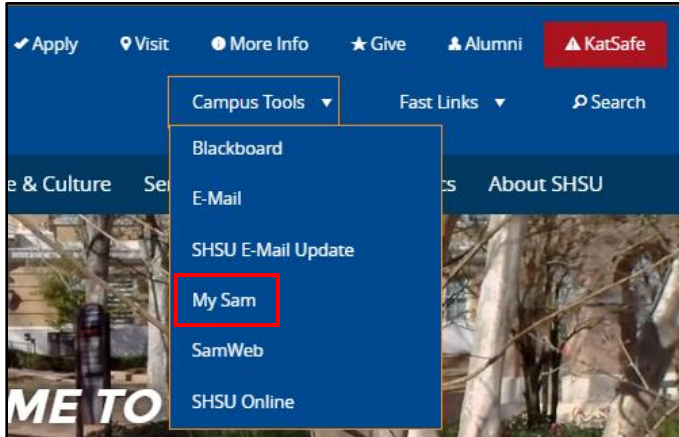
NOTE: Some email hosts will deactivate the links necessary to set up an account and/or send the email to junk. If your proxy is unable to find the email that was sent if the link does not work, enter a different email address for your proxy.



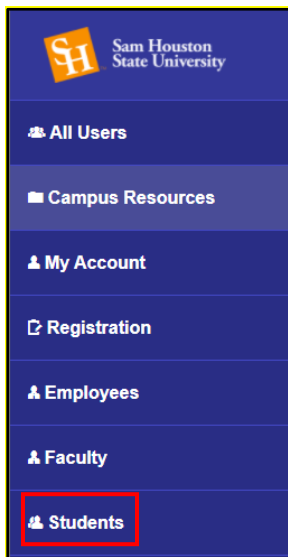
Updating Proxy Access:

NOTE: You can update your relationship, access expiration date, and pages available from this action. If you wish to remove a proxy, see the next set of instructions (Removing A Proxy).

1. Log into MySam (TBD if proxy channel is added to MySam)



2. Click on the *students tab*



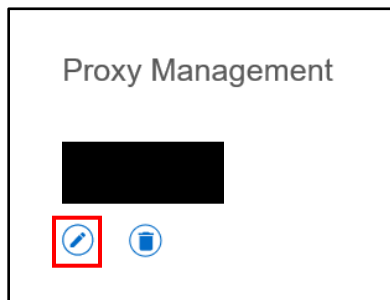


3. Go to the *Proxy Portal Channel* (screenshot to come)

4. Go to the Proxy management tab. – TBD



5. Select the pencil icon on the proxy you wish to edit



6. Once all changes have been made select submit

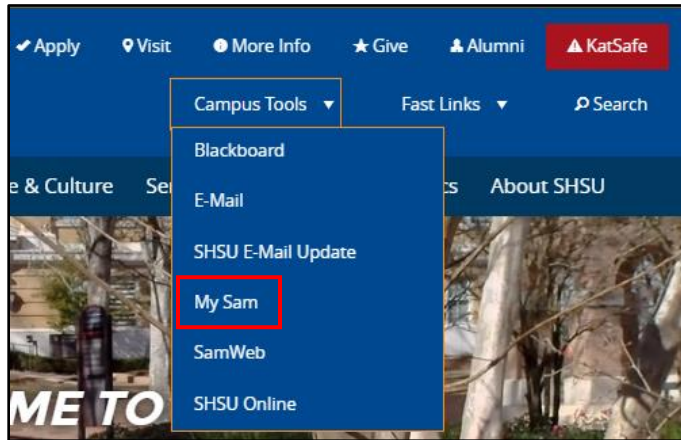




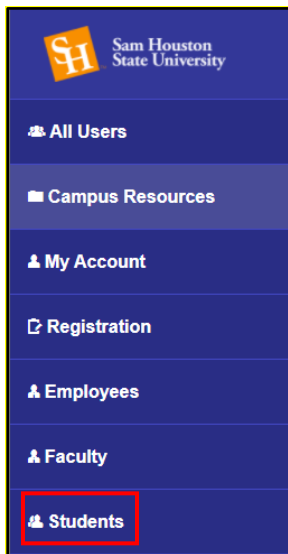
Removing a Proxy:

NOTE: If you want a proxy's access to expire on its own, you can change the date their access is set to expire by using the previous instructions (Updating Proxy Access).

1. Log into MySam (TBD if proxy channel is added to MySam)



2. Click on the *students tab*



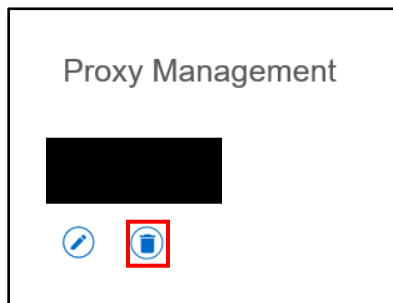


3. Go to the *Proxy Portal Channel* (screenshot to come)

4. Go to the Proxy management tab.



5. Select the trash can icon associated with the proxy you want to delete.



6. Select delete

