

# Student Proxy Access

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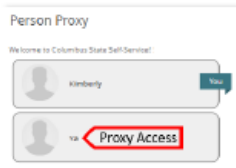
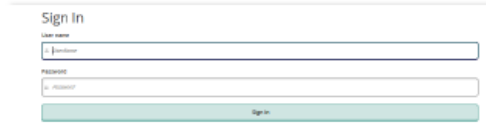
## A Student Gave Me "Proxy Access"

If someone gave you Proxy Access, it allows you to see some of their student account.



1. When you receive your email from Columbus State with your Cougar ID, go to [password.csc.edu](https://password.csc.edu) (do not use www) and select Discover My Login Name /Password. Follow the steps to get your Username and Password.

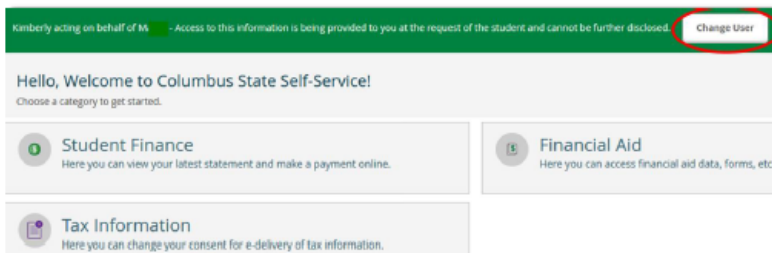
2. Then go to [selfservice.csc.edu](https://selfservice.csc.edu) (do not use www) and sign in.



3. Click on the name of the person whose account you want to view.

4. You will be able to view information that your student has shared. On the reverse is a listing of what *may* be available to you in each of these areas, dependent upon receiving access from the student.

If you have access to multiple student accounts, you will also be able to change which account you are viewing by clicking on the Change User button.



### What If I Don't Want To Be a Proxy, or My Name or Email Is Incorrect?

If you don't want to be able to view the student's account, or if you need to change your name or your email address, you can fill out the Proxy Information and Access Update Form. The form is on Columbus State's web site under Resources for Current Students, then Student Forms, or [www.csc.edu/services/student-forms.shtml](https://www.csc.edu/services/student-forms.shtml).

## What Access Am I Getting?

Depending on the access the STUDENT gave you, you *MAY* have the following:

### Student Finance

**Account Summary**- current account balance with little detail

**Make a Payment**-account balance and make a payment on the account

**Account Activity**-balance and all charges and payments, plus an account statement with the student schedule

### Tax Information

**Tax Information**- the student's tax information or 1098T

### Financial Aid

**Financial Aid Home**-for current and upcoming Academic Years, a checklist of things the student needs to do for financial aid; the current Satisfactory Academic Progress level as it relates to financial aid, including any financial aid restriction; and Loan History & Pell Grant Lifetime Eligibility Used

**Required Documents**- view/submit documents that are needed for Financial Aid with links to the associated forms

**My Awards**- view aid awarded to the student which may include scholarships, grants, work-study, and loans, and if the work-study or loans have been accepted

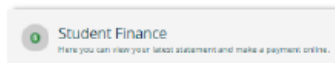
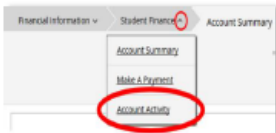
**Award Letter**-printable summary of your awards

**Federal Shopping Sheet**-expected family contribution, a quick summary of aid, and estimated cost of attendance; use to compare aid offers from other schools

**Satisfactory Academic Progress**-the student's status in terms of Satisfactory Academic Progress, as well as specific measures that are used to calculate it, such as GPA, hours attempted, and hours completed

## Where Do I See the Student's Schedule?

Click on the Student Finance button.



Then on the Student Finance tab, hover over the arrow to get a drop down menu, and click on Account Activity.

When you're on the Account Activity page, click on View Statement on the right to see the statement. The schedule is on the statement.

A rectangular button with a document icon on the left and the text 'View Statement' on the right.

Posted by: [Debra Hitch](#) - May 2, 2018 at 3:06 PM. This article has been viewed 1120 times.

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