

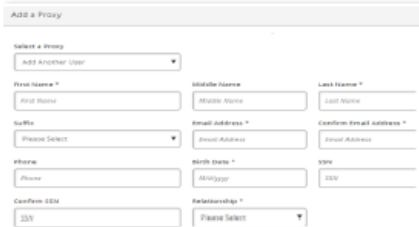
# How Do I Give Authorized or Proxy Access to My Account

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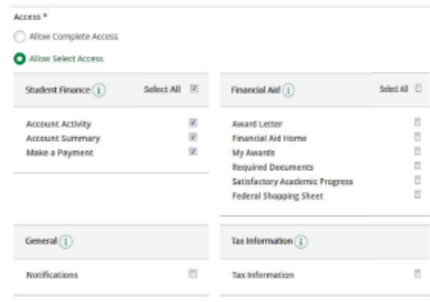
## How Do I Give Authorized or “Proxy” Access to My Account?

If you are giving someone Proxy Access, you are giving them shared access to part of your account.

1. To give Proxy Access, go to [www.csc.edu](http://www.csc.edu), select CougarWeb on the upper right, and log in. From the Student Menu, under User Options on the bottom right, click on View/Add Proxy Access.



2. At the bottom of the page, in the Select a Proxy box, select Add Another User. When you do, you will be asked to enter information about the person to whom you're giving partial account access. An asterisk (\*) indicates a required field.



3. Choose how much access you want to share:
  - a. **Allow Complete:** gives your “proxy” access to all information.
  - b. **Allow Select:** lets you choose specific information to share.

See the reverse for descriptions for each type.



4. Check the Disclosure Agreement and Submit. You will be asked to re-enter your password.



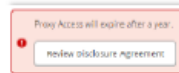
5. Click Continue when the Search Results box appears.

6. Your Proxy will receive an email within 5 business days. Once they receive it, they will be able to view any information from your account that you've allowed, using their own login information.

## How Do I Renew Proxy Access?

Proxy access will need to be renewed annually or it will expire. You will be notified when it is time to renew.

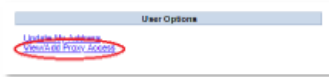
1. Click the Review Disclosure Agreement button.



2. Read the Disclosure Agreement, check the box for authorization, and click Save. This will give the person the same access that you most recently gave them.

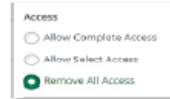
## How Do I Change or Remove Proxy Access?

1. If you need to change or take away proxy access, log in to your Cougar Web. From the Student Menu, under User Options on the bottom right, click on View/Add Proxy Access.



2. Then, click on the pencil on the line that you want to edit.

3. There you can Allow Complete Access, Remove All Access, or Allow Select Access to choose which specific information the proxy will be able to see.



## What Access Am I Giving?

### 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

### General:

**Notifications-** messages such as announcements, changes or restrictions. Any notifications would show only within each of the other categories you have selected

### Tax Information:

**Tax Information-** tax information or 1098T. For your proxy to see it, you must *also* click on 1098 Electronic Consent in your own CougarWeb and agree to view it electronically

### Financial Aid:

**Financial Aid Home-** For current and upcoming Academic Years, a checklist of things you need to do for your financial aid; your current Satisfactory Academic Progress 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 you which may include scholarships, grants, work-study, and loans; and accept, reduce, or decline work-study or loans

**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-** your 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

**What about my Schedule?** To give access to your schedule, give access to Account Activity. The account statement includes your schedule.

Posted by: [Debra Hitch](#) - May 2, 2018 at 3:11 PM. This article has been viewed 1316 times.

Online URL: <https://kb.cscs.edu/article/how-do-i-give-authorized-or-proxy-access-to-my-account-1703.html>