



## 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 pertaining to financial aid and/or registration. People granted this type of access are referred to as proxies.

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. Login to My Sam

2. Click on







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

Your Proxy will now receive three different emails:

- a. One email will be titled Sam Houston Proxy Confirmation Initial Password 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 Company to the company







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



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

**Proxy Management** 







5. Once all changes have been made select submit



## Removing a Proxy:

NOTE

on its own, you can change the date their access is set to

