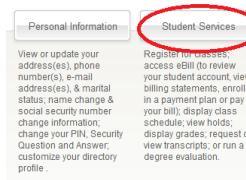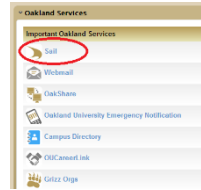# Create Proxy Access

1. Log into MySAIL



2. Select SAIL from the Oakland Services box

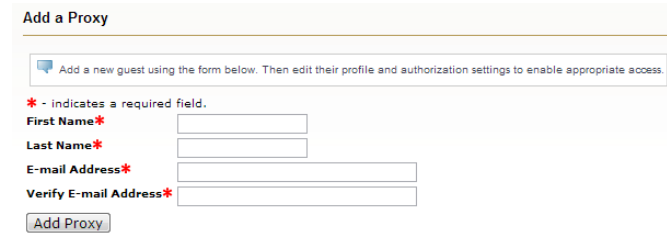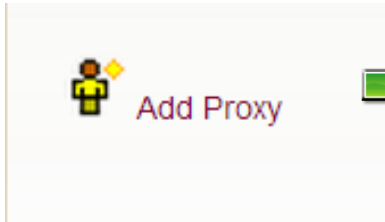

3. Select Student Services



4. Select Manage Proxy



5. Select Add Proxy



6. Fill in the required fields and click the Add Proxy button



7. Click the yellow arrow next to the proxy's name



8. Select a relationship type and indicate a start and stop date for the proxy access



9. Select the Authorization tab



10. Select all areas of SAIL you would like your proxy to have view-only access



11. Click E-Mail Authorizations