Create Proxy Access



5. Select Add Proxy



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





Communication



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

rofile	Authorization	History	Commu	nication	
roxy Pr	ofile				
					_
Please s	elect your relationship w	ith this guest. The	list of pages	available to	the
Please s dates for	elect your relationship w r guest access below.	ith this guest. The	list of pages	available to	the
Please s dates for + - indic	elect your relationship w r guest access below.	ith this guest. The	list of pages	available to	the
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9. Select the Authorization tab

nel by phone or in person to seek add

Registration History with Mid-Term and Final Grades

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Academic Information

Student Schedule

Mid-Term Grades

Academic Transcript Financial Aid Information

> Verall Financial Aid Status Award History

Final Grades

Holds

- 10. Select all areas of SAIL you would like your proxy to have view-only access
- 11. Click E-Mail **Authorizations**



