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LEWIS-CLARK STATE
COLLEGE
REGISTRAR AND RECORDS

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Person Proxy Set-Up and Functionality

LCSC students may designate a "proxy" user who can access their information within the Self-Service/WarriorWeb system. A proxy user is typically a parent, spouse, guardian, etc. to whom the student grants access to view typically private student information such as: grades, finances, and tax data depending upon what information the student wishes to share.

A link within WarriorWeb will take you to the View/Add Proxy Access page in Self-Service where you may set up a Proxy User.

| **Student Accounts** |
| --- |
| View or Pay my Student Account (new look)
Projected Fees by Term (new look)
Tax Information (new look)
My Banking Information (U.S.)
Annual Statement to use with 1098-T Forms |
| **Financial Aid** |
| Manage my Financial Aid |
| **User Options** |
| Address/Contact Information
View/Add Proxy Access
My Agreements (new look) |

Following the above link in WarriorWeb will take you here:

LEWIS-CLARK STATE
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User Options ∨   View/Add Proxy Access

View/Add Proxy Access

ℹ Your Proxy must be a person. **DO NOT** enter a business or organization as your proxy.

Please note that LCSC does not currently release financial aid information to proxies v
be shared with your proxy.

If you are already in Self-Service instead of WarriorWeb you can get to the View/Add Proxy Access page in Self-Service in two ways:

1. Expand the 'user' icon in lower left side of screen.
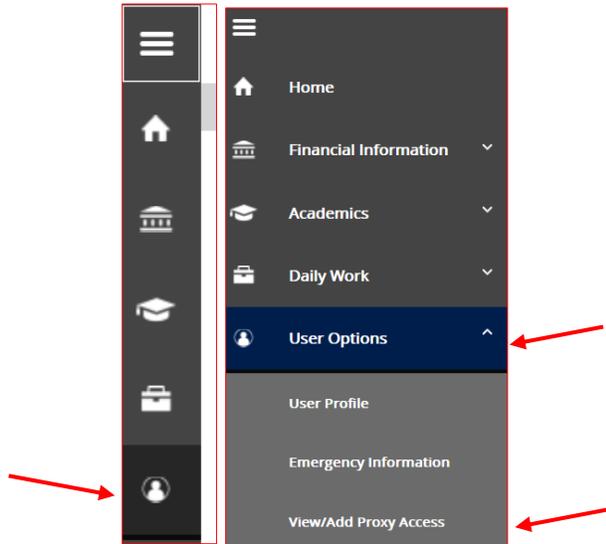
2. Or, click on your user name in the upper right corner of Self-Service which will open a drop-down box with the 'View/Add Proxy Access' link
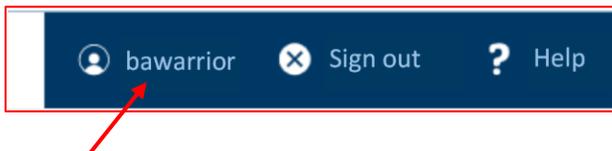
Once on the View/Add Proxy Access page there is a box titled 'Select a Proxy'. This is where you will choose to 'Add a user' or select an existing user to add back as a proxy.

Required fields for adding a proxy user are First Name, Last Name, Email Address (for the designated Proxy), Birth Date, and Relationship. It is very important that these items are entered **accurately** for each proxy. There are other optional fields that you can populate that will possibly help identify an existing record in our system for a match.

Once you enter your proxy's information, choose the information you want to disclose (you may allow complete access, or select specific information for access by each informational item).

Access *

( ) Allow Complete Access

(●) Allow Select Access

Student Finance (i)	Select All ☐	Financial Aid (i)	
Account Activity	☐	Financial Aid Home	☐
Make a Payment	☐		

General (i)		Academics (i)	
Notifications	☐	Grades	☐

Tax Information (i)	
Tax Information	☐

Be sure to read the Disclosure Agreement and check the box authorizing disclosure of information to your chosen proxy.

A prompt will ask you to enter your (WarriorWeb) password for verification.

Password Verification

Please reenter your password to continue:

[   ]

| Cancel | Submit |

• If the designated PROXY has ever applied to or enrolled at LC, the system will find them based on the information entered. An email will be sent to the selected proxy user that explains they have been designated as a proxy user for you. You, the student, will be CC'd. The new proxy user will use their existing WarriorWeb login information, or if they did not have a WarriorWeb account one will be created for them. If a new account is created then an email will be sent to them with the login information. A separate email will be sent with the temporary password for the new WarriorWeb account.

• If there is no existing PERSON record in the system that matches the information entered by you, then a new PERSON record is created. Click continue.

Search Results   ✕

There are no existing users in the system who match the search criteria you entered. Click Continue to create a new user from the search criteria that you entered and grant that user the Proxy Access that you specified; otherwise, click Cancel.

| Cancel | Continue |

- An Email will be sent to the new proxy user that explains that they have been designated as a proxy user for you, and you will be CC'd. The email will contain the proxy user's username and a link to the proxy sign-in page. A separate email will contain the temporary password.

The link for Person Proxy login to Self-Service is at the bottom of the main page of WarriorWeb.

Following the above link takes the proxy user to a login page where they will use the credentials that they received via email in order to sign in:
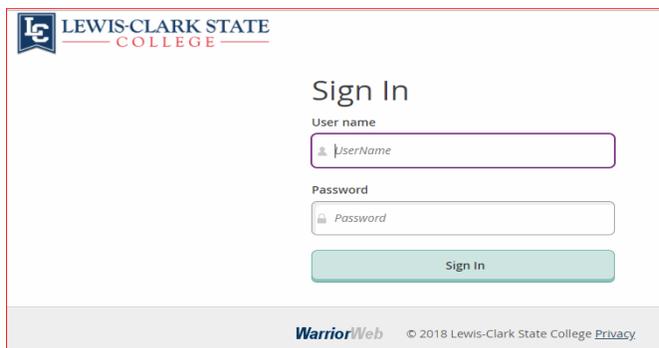
Once the proxy user is signed in, they are given the option to select the person's account they want to view. They will choose their student, not themselves (only proxies with an LCSC WarriorWeb account will have their own information to review). They will then be able to see the specific categories to which they have been granted access.
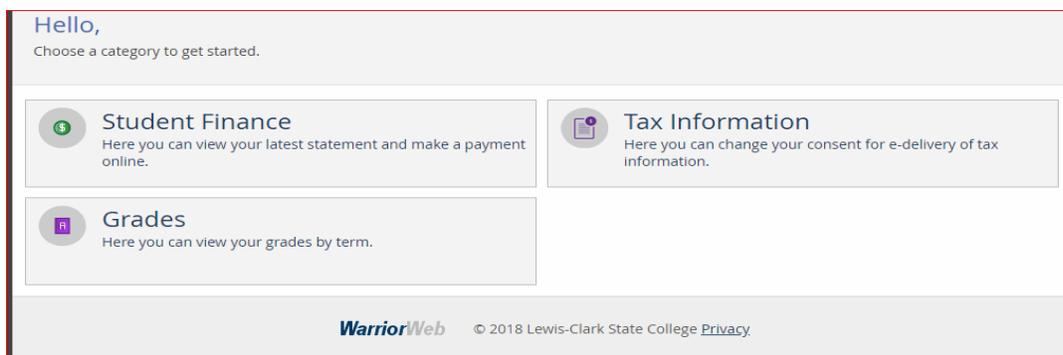
If you have any questions about setting up a person proxy, or about accessing a student's information, contact the Registrar & Records Office at 208-792-2223 or Registrar@lcsc.edu.