

**Give your Parents Proxy Access
in SELF-SERVICE**



Santiago Canyon College

STEP 1: Click on the Person Icon

The screenshot shows the Colleague Self-Service portal interface. At the top, there are logos for Santa Ana College, Santiago Canyon College, and Community College of San Diego. The user is logged in as 'cn13666' and has options for 'Sign out', 'Help', and a page number '1'. A yellow banner contains a welcome message and a warning about parking permits. Below this, a light blue bar says 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' A yellow arrow points to the person icon in the left sidebar. Below the welcome message is a 'Notifications' section with a table showing one notification: 'Documents Required' with a link to 'View required documents'. At the bottom, there are six category tiles: Student Finance, Financial Aid, Tax Information, Student Planning, Course Catalog, and Grades.

Home Dear Student,
As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs.
Fall courses held Online and through Remote/Online Instruction require a device and internet connection. **CLICK the SECTION NAME** for important course details.

Financial Information
Parking Permits:

- Faculty and Staff: Faculty and Staff Parking Permits can be purchased through the permit portal.
- Students: Parking permits are not available at this time.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Person Icon (indicated by a yellow arrow)

Click the button to see available terms and sections. [Register](#)

Notifications

Title	Details	Link
Documents Required	There are 1 requests from your institution that require your action.	View required documents

Student Finance
Here you can view your latest statement, make a payment online and purchase student parking permits.

Financial Aid
Here you can access financial aid data, forms, etc.

Tax Information
Here you can change your consent for e-delivery of tax information.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

Course Catalog
Here you can view and search the course catalog.

Grades
Here you can view your grades by term.


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STEP 3: Click View/Add Proxy Access


The screenshot shows a web application interface for a college. On the left is a dark sidebar with a menu. The menu items are: Home, Financial Information, Academics, Daily Work, User Options (highlighted in red), User Profile, Emergency Information, View/Add Proxy Access (indicated by a yellow arrow), Required Documents, and Change My Password. The main content area has a header with logos for Santa Ana College, Santiago Canyon College, and another college. Below the header is a yellow warning banner with a triangle icon and text: "Dear Student, As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you read Fall courses held Online and through Remote/Online Instruction require a device and internet connection. CLICK the SECTION NAME for it". Below this is a white banner with a "Hello, Welcome to Colleague Self-Service!" message and a "Choose a category to get started." prompt. A blue banner contains a "Register Now" button with the text "Click the button to see available terms and sections." Below that is a "Notifications" section with a table header: "Title" and "Details". The table contains one row: "Documents Required" and "There are 1 requests from your institution that require your action." Below the table are three white boxes with icons and text: "Student Finance" (with a dollar sign icon) with the text "Here you can view your latest statement, make a payment online and purchase student parking permits.", "Tax Information" (with a document icon) with the text "Here you can change your consent for e-delivery of tax information.", and "Course Catalog" (with a book icon) with the text "Here you can view and search the course catalog."

STEP 3: Under Select a Proxy, Click Add Another User


View/Add Proxy Access

 You have been given limited proxy access to a student records at Rancho Santiago Community College District.

Active Proxies

 You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.

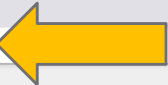
Add a Proxy

 You have been given limited proxy access to a student records at Rancho Santiago Community College District.

Select a Proxy

Please Select 

Please Select

Add Another User 

STEP 4: Input All Required Fields

Select a Proxy
Add Another User

First Name *
First Name

Middle Name
Middle Name

Last Name *
Last Name

Email Address *
Email Address

Confirm Email Address *
Email Address

Birth Date *
MM/yyyy

Gender
Please Select

SSN
XXX-XX-XXXX

Confirm SSN
XXX-XX-XXXX

Relationship *
Please Select

* = Required Field

STEP 5: Select Access

Access *

Allow Complete Access

Allow Select Access

Student Finance [i](#)

Account Activity

Account Summary

Make a Payment

Add a Proxy

General [i](#)

Notifications

Financial Aid [i](#)

Offer Letter

Financial Aid Home

Correspondence Option

My Awards

FA Required Documents

College Financing Plan

STEP 6: Click Disclosure Agreement Box then Click Submit

Disclosure Agreement

I agree to read and abide by all federal, state, and local laws pertaining to the confidentiality of identifiable personal and financial information obtained. I agree to follow and comply with all FERPA privacy policies. I agree to protect all Confidential Information to which I may have access from my improper use or disclosure to any unauthorized third party and will maintain its confidentiality. I agree not to disclose login information to any other person or entity for any purpose, and to protect and maintain the integrity of the Confidential Information.

I authorize the institution to disclose my information to this party

Cancel

Submit

