

Add Proxy (Parent or Guest) Access to your Valpo accounts

Adding, changing, or removing access to your Valpo Financial Aid, Student Account and Academic information for proxy/guest users.

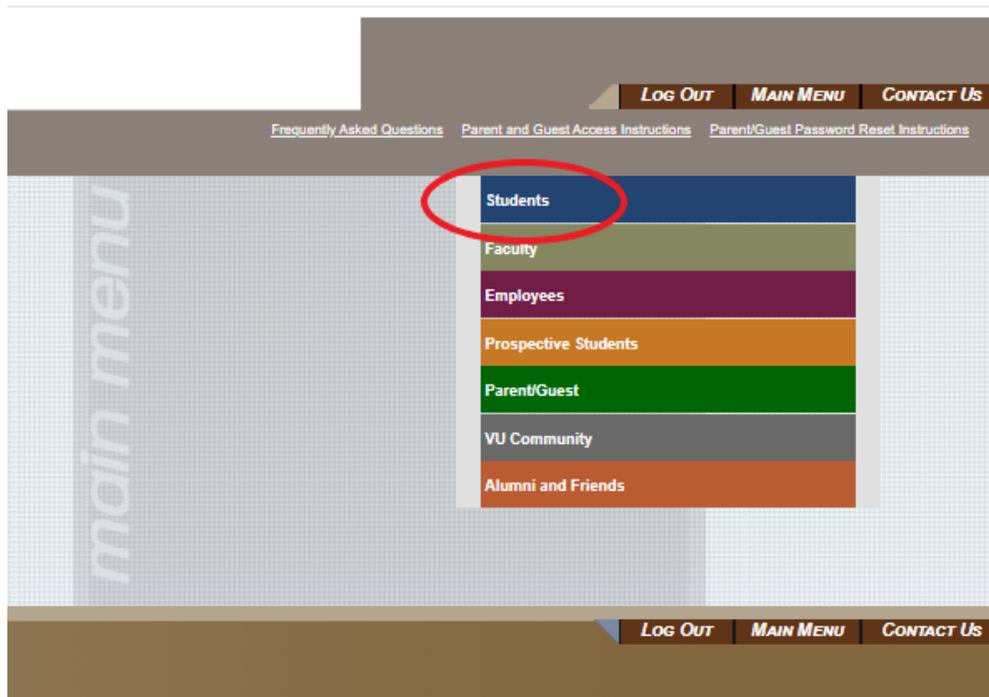
Many students receive requests for their parents and other relatives to have access to their Student Data while they are enrolled. These include access to paying a bill or reviewing grades or reviewing financial aid packages. The FERPA regulations require that a student expressly waive their rights under those laws in order to grant that protected information. The student can allow all access, limited access or rescind those permissions at any time.

Step-by-step guide to allowing Proxy (Parent/Guest) Access

- [Step-by-step guide to allowing Proxy \(Parent/Guest\) Access](#)
 - [Logging in from DataVU - Current Students](#)
 - [Logging in from DataVU - ADMITTED Students](#)
 - [Adding Proxy with Self-Service](#)
 - [Selecting Proxy \(Parent/Guest\) Users](#)
 - [Adding User email Address](#)
 - [Adding Another \(New\) User](#)
 - [Selecting Types of Access](#)
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Logging in from DataVU - Current Students

- Login to DataVU at datavu.valpo.edu with your ValpoNet credentials
- Select **Students Menu** if a currently enrolled student, or **Prospective Students** if an admitted student



- Under **Allow Parent/Guest Access**, select **Allow Access**
- **Admitted students** will select **Self-Service Financial Aid**

Meal Plans, Housing & Parking

[Housing and Meal Plan Self-Service](#)
[Parking Self-Service](#)

VU Community

[Fitness Center Registration](#)
[Miscellaneous Balance Listing](#)
[Parking Self-Service](#)
[Student Patient Portal \(Health Center\)](#)

Allow Parent/Guest Access

[Allow Access](#)

Personal Information Updates

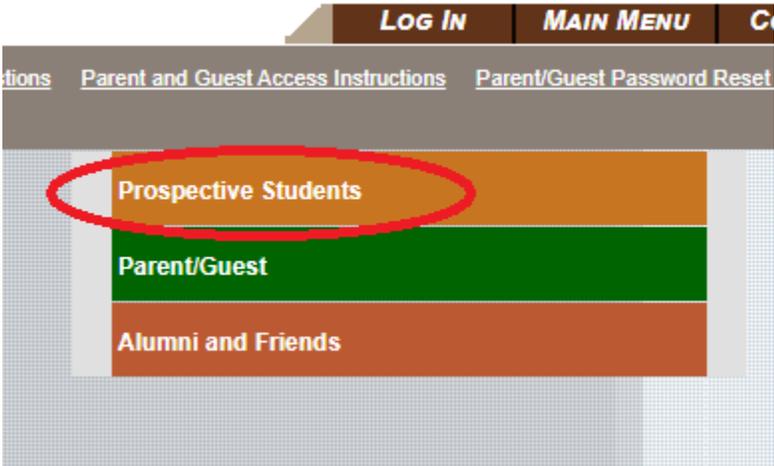
[Address and Phone Update](#)
[Demographic Update](#)
[Preferred First Name Request](#)
[Bank Information \(Reimbursements ONLY\)](#)

Enrollment Verification

[NSC Login \(Enrollment Only\)](#)
[Student Verification Request](#)

Logging in from DataVU - ADMITTED Students

- Login to DataVU at datavu.valpo.edu with your ValpoNet credentials
- Select **Prospective Students**



- Select **Financial Aid Self-Service**

Financial Aid

[Financial Aid Self-Service](#)
[Cumulative Loan Report](#)

Personal Information Updates

[Preferred First Name Request](#)

Registration Info for Admits

[Search for Sections](#)
[Transfer Database](#)
[Test Summary](#)

- This will redirect you to your **Financial Aid Self-Service** page, from there you can continue with the directions below to add Proxy/Guest Access

VALPARAISO UNIVERSITY

[Financial Information](#) • [Financial Aid](#) • [Financial Aid Home](#)

Welcome to Financial Aid!

Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submissi...

Select an Award Year: 2020/2021 Academic Year ▼

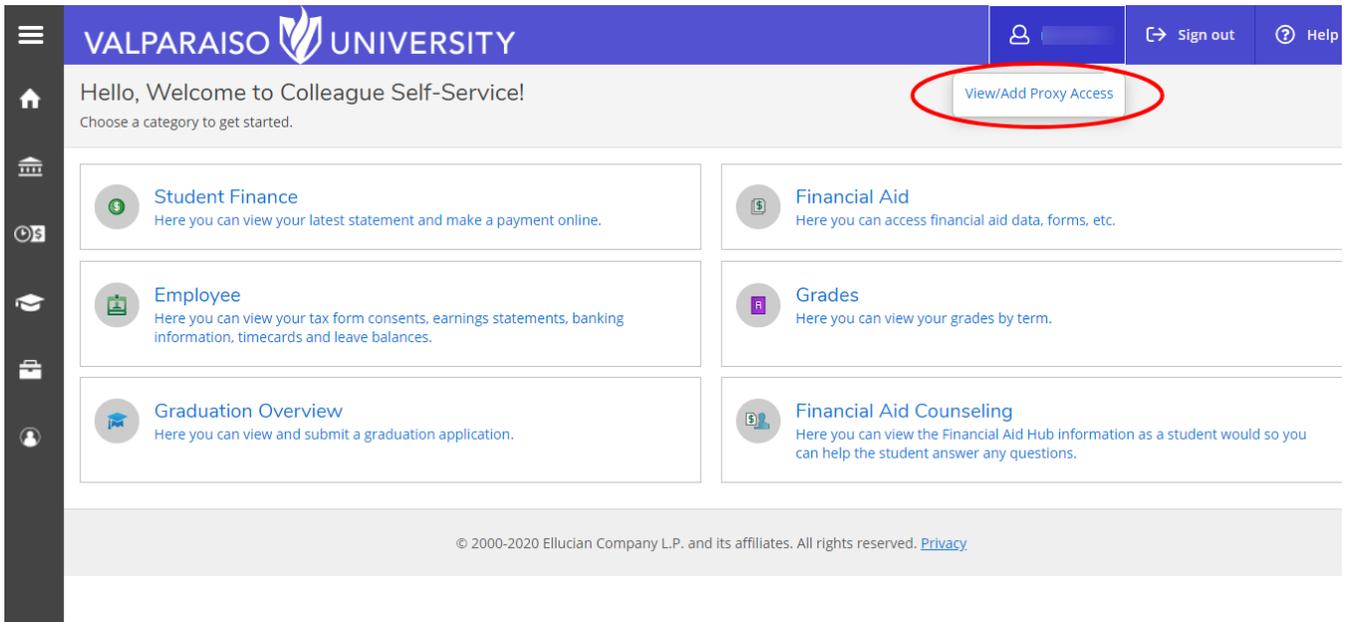
Your Financial Aid Package is now ready!
Your financial aid award package is now ready for your review and acceptance.
[Review and accept your Financial Aid Award Package](#)

Checklist

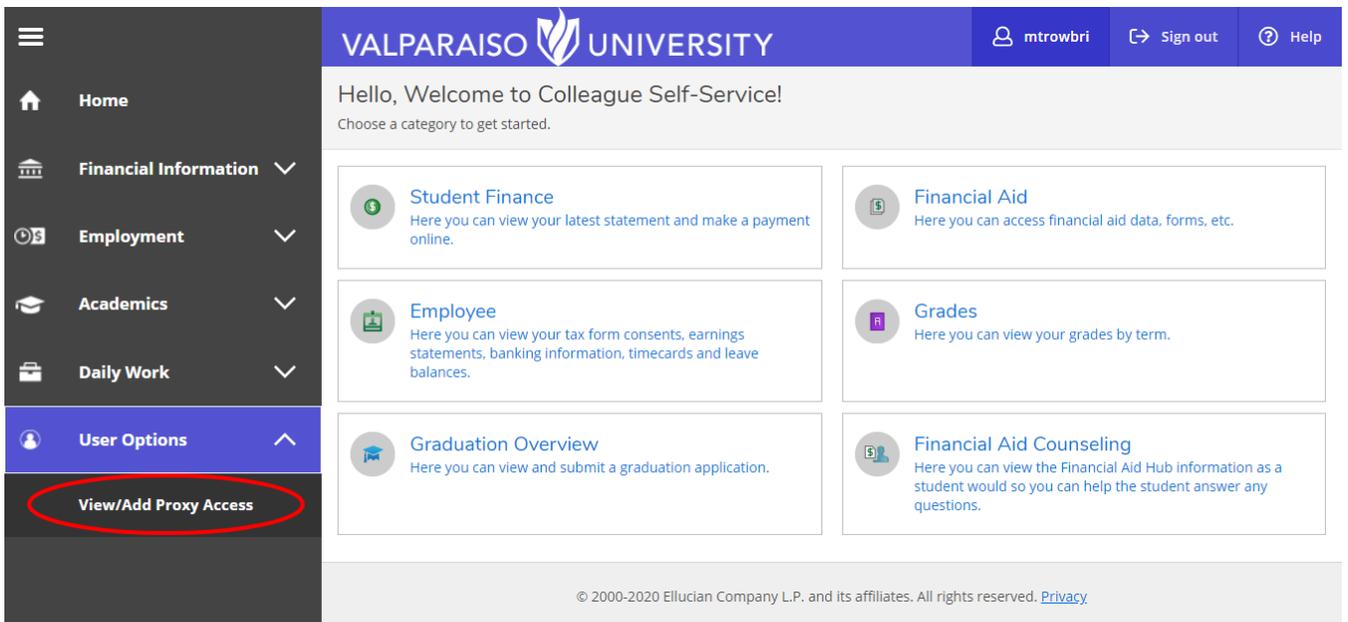
Adding Proxy with Self-Service

If you are already in Self-Service, you can add Proxy/Guest users from here in two ways:

- Click on your username in the upper right corner for the **View/Add Proxy Access** dropdown

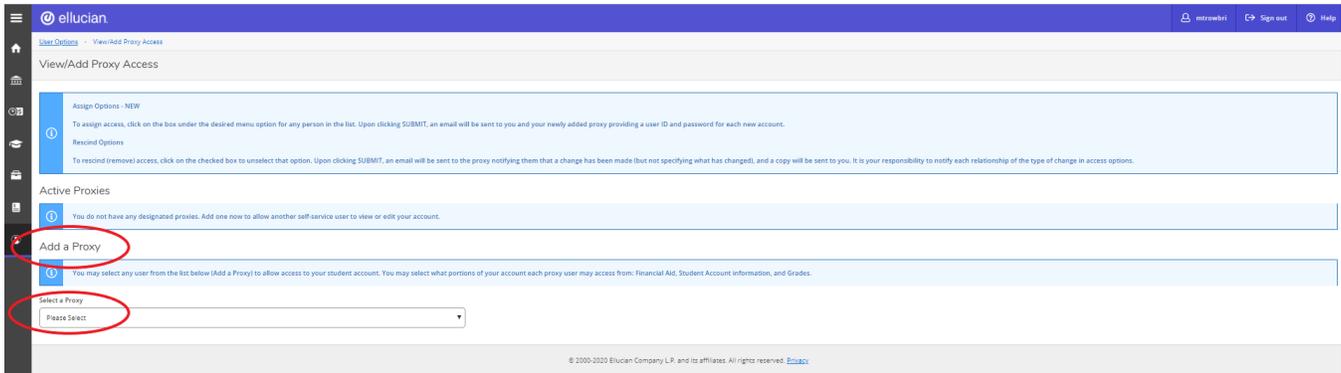


- Select the **User Options** menu from the left panel icons, then select **View/Add Proxy Access**

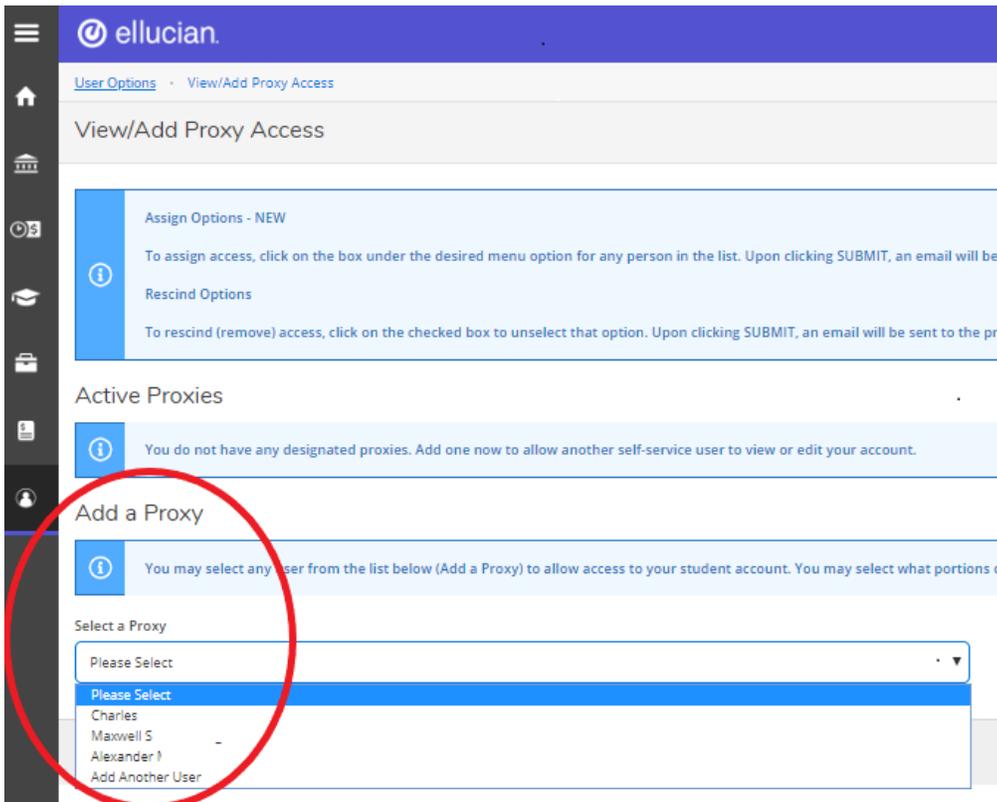


Selecting Proxy (Parent/Guest) Users

- On the **View/Add Proxy Access Screen** under the **Add a Proxy** menu, choose **Select a Proxy**



- The drop-down list will be pre-populated with known connections already in the system
- You may select one of these people, or **Add Another User**



When you click on the person's name, their Email Address and their relationship to you will appear.



If user has an INCORRECT EMAIL address

Please contact registrar@valpo.edu with corrected email address prior to adding proxy user. This will ensure that the new user receives information to access their account.

Adding User email Address

- If the user you select does not already have an email address on file, you will be prompted to add and confirm one.

Adding Another (New) User

- If you select **Add Another User** you will be asked to provide the following for the new user:
 - First and last name, date of birth, email address, and relationship (required)
 - Middle name, former last name, phone, gender (optional, but helpful in identifying an existing, but non-connected user)

- After you input the new user information, the system will search our database to see if the user exists, you will get one of three outcomes
 - If a user matches, they will add the relationship to you and generate notification emails to the user
 - If there is a possible match, your request will appear as pending and staff will review the match and create the relationship
 - This user will appear as Pending in your list of Active Proxies until their review is complete
 - If there is no match, a new record will be created and generate notification emails to the user

Selecting Types of Access

- Select the type(s) of **Access** you want to provide to this person.
- Choose from :
 - **Allow Complete Access** or
 - **Allow Select Access**, and then check the appropriate boxes for what you want to grant
 - **Student Finance** - account statements and bill paying
 - **Financial Aid**
 - **Academics** - grades
 - **Notifications** - restrictions and other notifications
- You may change any or all of the access at anytime. The user will receive an email that a change has been made, without specifying what that change entails.

Access *

- Allow Complete Access
- Allow Select Access

Student Finance ⓘ

Payment Plan & Billing

Financial Aid ⓘ

Offer Letter

Financial Aid Home

My Awards

FA Outside Awards

FA Required Documents

Satisfactory Academic Progress

General ⓘ

Notifications

Academics ⓘ

Grades

- Check the box to authorize disclosure of your information to your selected Parent/Guest user, then click **Save**.

Disclosure Agreement

FERPA Release:
The Family Educational Rights and Privacy Act (FERPA) requires the Registrar and Student Financial Services to preserve the privacy rights a student has to their Educational Records stored in these offices. The student may voluntarily waive their privacy rights to the person(s) they choose. Completing this screen will allow the named person(s) viewing access and verbal counseling for only the student's menu choices of schedule, financial information, and/or grades until the student rescinds the permission or leaves Valparaiso University. Access to student information will be through Self-Service, the University's online Student Information System.

I hereby waive my rights under FERPA and authorize Valparaiso University to allow access to only the people for whom I have selected specific menu options.

I authorize the institution to disclose my information to this party

- After you grant access, you will receive an email confirmation and your Parent/Guest user will receive email(s) with instructions to login, including a username and password if they have not previously had access.
 - Note: Previous users will be prompted to change their password on first login in the revised platform.

⚠ Keep Your Password Private

NEVER give your login information to anyone else, including parents, siblings, other relatives, friends, etc. This is a violation of Valpo's [Acceptable Use Policy](#) and can compromise your privacy and security, and can even result in your access being revoked. Instead, follow the instructions below to grant authorized access to select information for appropriate individuals.



Related articles

- [How to assign Parent/Guest Access to Student Information](#)
- [How Parents and Guests will use the Proxy Access to Student Information](#)
- [How Faculty and Staff at Valparaiso University will use the Proxy information to conform to FERPA regulations](#)
- [Student Hiring & Student Hiring Form Instructions](#)
- [Housing Data](#)

