Adding a Parental Proxy through Student Planning

1. Visit bucks.edu and click **Bucks for Students** in the upper left corner. Click the blue box for **Student Planning**. You can also click this link to sign in: [https://selfservice.bucks.edu/Student](https://selfservice.bucks.edu/Student)

2. If prompted, sign in with your Bucks username and password.

3. Click your **Bucks username** in the upper right corner then click **View/Add Proxy Access**.

4. Click **Add Another User**.

5. Please fill out all required fields indicated with an *. It is important that you add an email address that is accessible as further instructions will be sent here.
6. Choose which level of access you wish to grant.
   - **Allow Complete Access** will select all options for the categories Student Finance, Academics, Financial Aid, General and Tax Information.
   - **Allow Select Access** will enable you to choose specific options for each category that you wish to grant access to.

   ![Access Options](image)

7. After all information has been filled out and the access level is selected, place a checkmark to authorize the request and click **Submit**.

8. Re-enter your Bucks password and click **Submit** to confirm the request.

![Password Verification](image)
9. The system will search for existing users based on the information you entered. Click **Continue** to proceed.

![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 |

10. Two emails will be sent to the email address you provided for your proxy. The first email contains a username and a specialized link that the proxy will need to access: [https://parentproxy.bucks.edu/student](https://parentproxy.bucks.edu/student)

![Email 1]

Dear [Name],

You have been granted proxy access to [username]'s account. A username and password will be sent in a separate email. You can log in here: [https://parentproxy.bucks.edu/student](https://parentproxy.bucks.edu/student)

The following login has been created for your use at Bucks County College. Your password will arrive by a separate email.

Username: [username]

11. The second email contains the password for this new account.

![Email 2]

Here is your temporary password for the login you received earlier from Bucks County College. You will need to change the password upon your initial login. If you have any questions, call registrar@bucks.edu or call 215-968-8000 (option #1). Password [password]
12. After opening the parent proxy link (https://parentproxy.bucks.edu/student) sign in with the username and password provided.

13. You will be prompted to choose a new password after the initial logon. The password must be between 6 and 9 characters.

14. After the password has been reset, click the Please sign in… link to sign in with the new password.
15. Select the student’s account and click **Continue**.

16. You will now see the categories that you have been granted access to below.

- Note: If the student needs to make changes to the proxy in the future, log back into Student Planning and click **View/Add Proxy Access** under your username. Click the **pencil icon** to edit this proxy’s access.