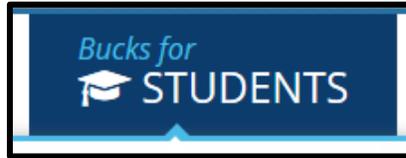
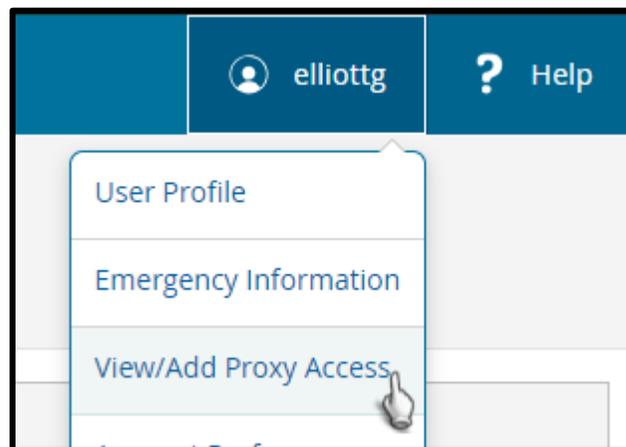


## Adding a Parental Proxy through Student Planning

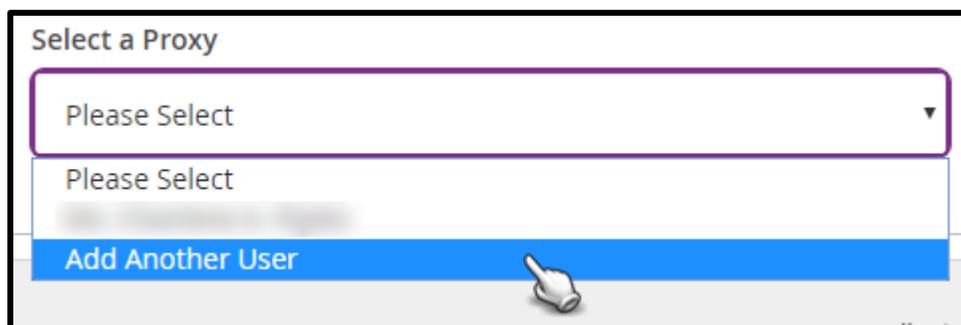
1. Visit bucks.edu and click **Bucks for Students** in the upper left corner. Click the blue box for **Student Planning**. You can also click this link to sign in: <https://selfservice.bucks.edu/Student>



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.

A screenshot of an 'Email Address' input field. The label 'Email Address \*' is positioned above the field. The field itself is a white rectangle with a light blue border and contains the placeholder text 'Email Address' and a vertical cursor icon.

- 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 \*

Allow Complete Access

Allow Select Access

|                   |                                     |
|-------------------|-------------------------------------|
| Student Finance ⓘ | Select All <input type="checkbox"/> |
| Account Activity  | <input type="checkbox"/>            |
| Account Summary   | <input checked="" type="checkbox"/> |
| Make a Payment    | <input type="checkbox"/>            |

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

I authorize the institution to disclose my information to this party

Submit

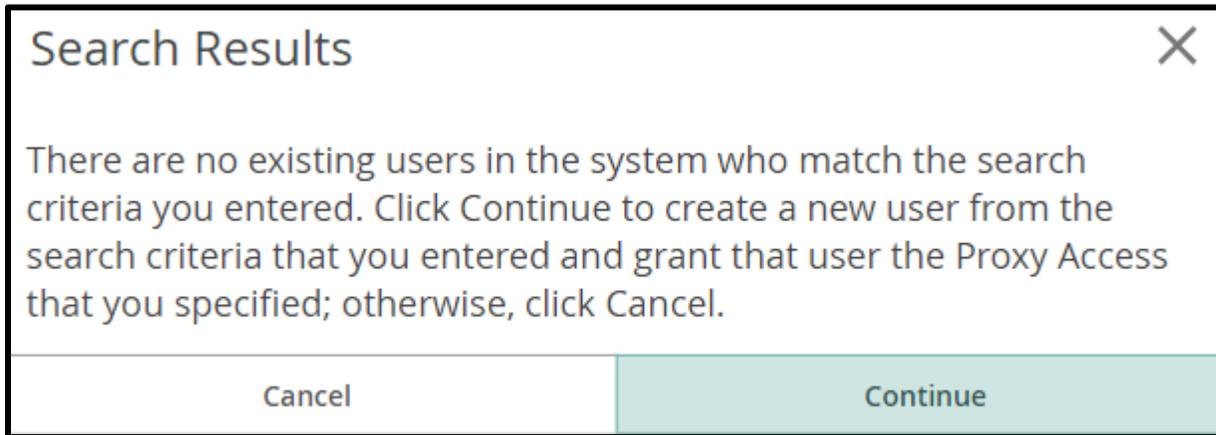
- Re-enter your Bucks password and click **Submit** to confirm the request.

### Password Verification

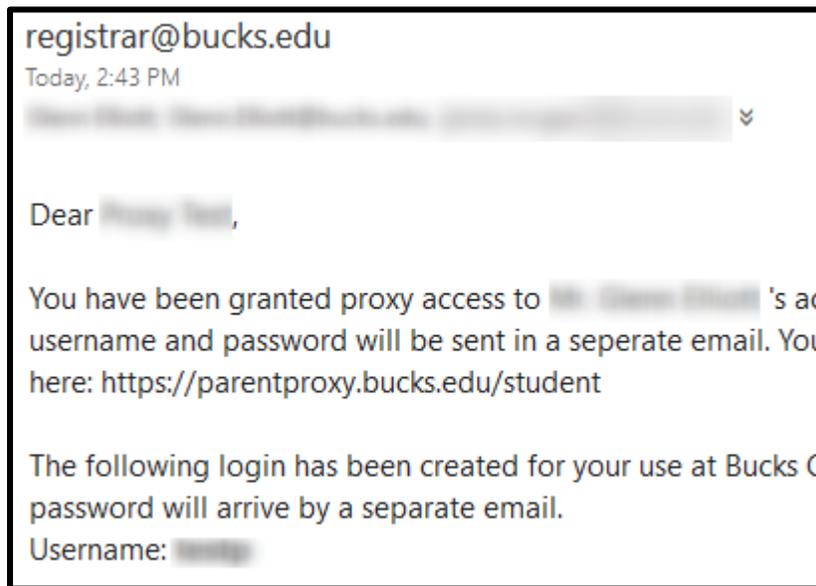
Please reenter your password to continue:

Cancel Submit

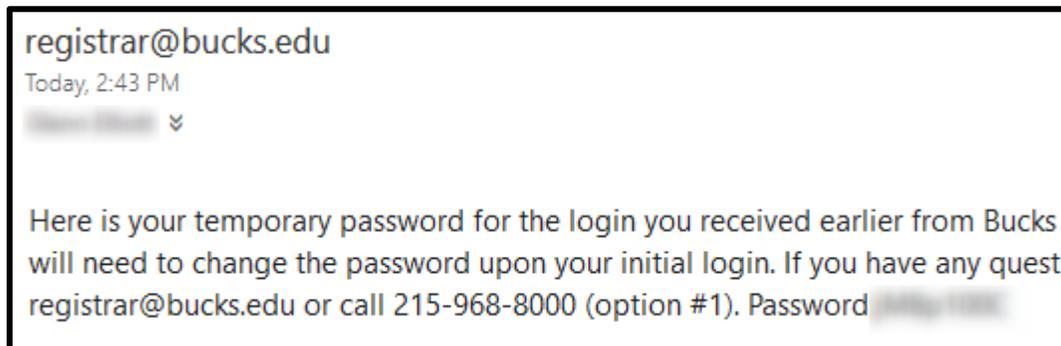
9. The system will search for existing users based on the information you entered. Click **Continue** to proceed.



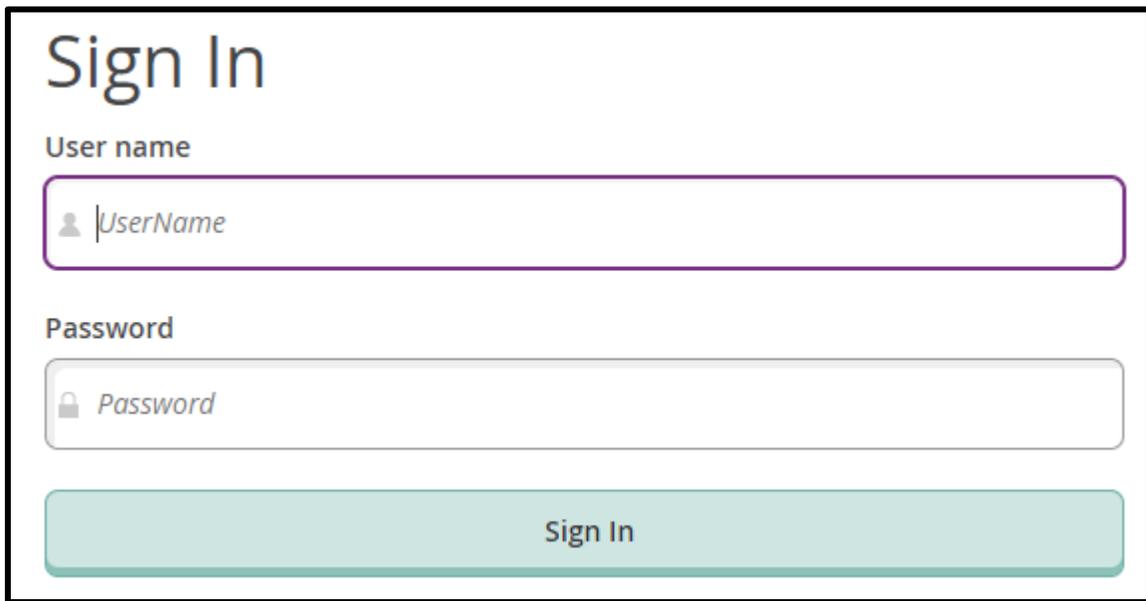
10. Two emails will be sent to the email address you provided for your proxy. The first email contains a username and a specialized link that the proxy will need to access:  
<https://parentproxy.bucks.edu/student>



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

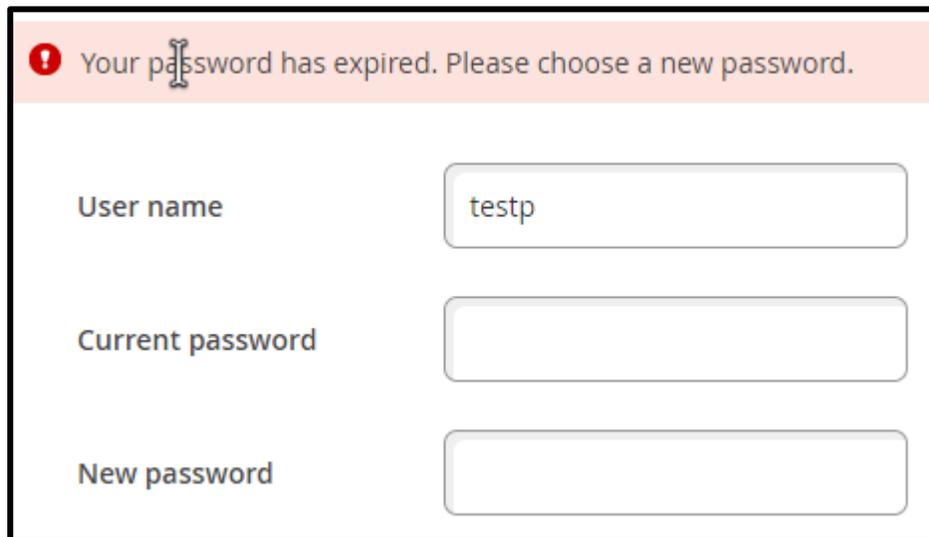


12. After opening the parent proxy link (<https://parentproxy.bucks.edu/student>) sign in with the username and password provided.



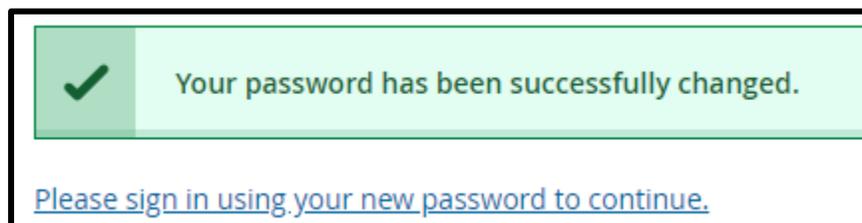
The image shows a 'Sign In' form. At the top, the text 'Sign In' is displayed in a large, dark font. Below this, there are two input fields. The first is labeled 'User name' and contains the placeholder text 'UserName' next to a small person icon. The second is labeled 'Password' and contains the placeholder text 'Password' next to a small lock icon. At the bottom of the form is a large, light green button with the text 'Sign In' centered on it.

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



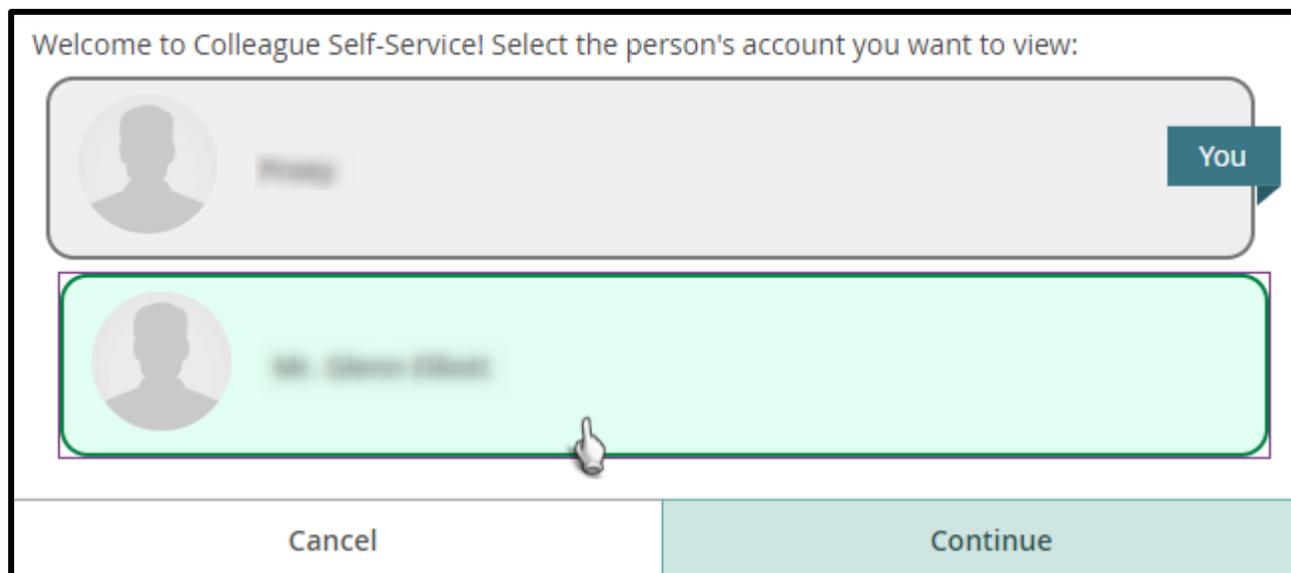
The image shows a password reset form. At the top, there is a red banner with a white exclamation mark icon and the text 'Your password has expired. Please choose a new password.' Below this, there are three input fields. The first is labeled 'User name' and contains the text 'testp'. The second is labeled 'Current password' and is empty. The third is labeled 'New password' and is empty.

14. After the password has been reset, click the **Please sign in...** link to sign in with the new password.

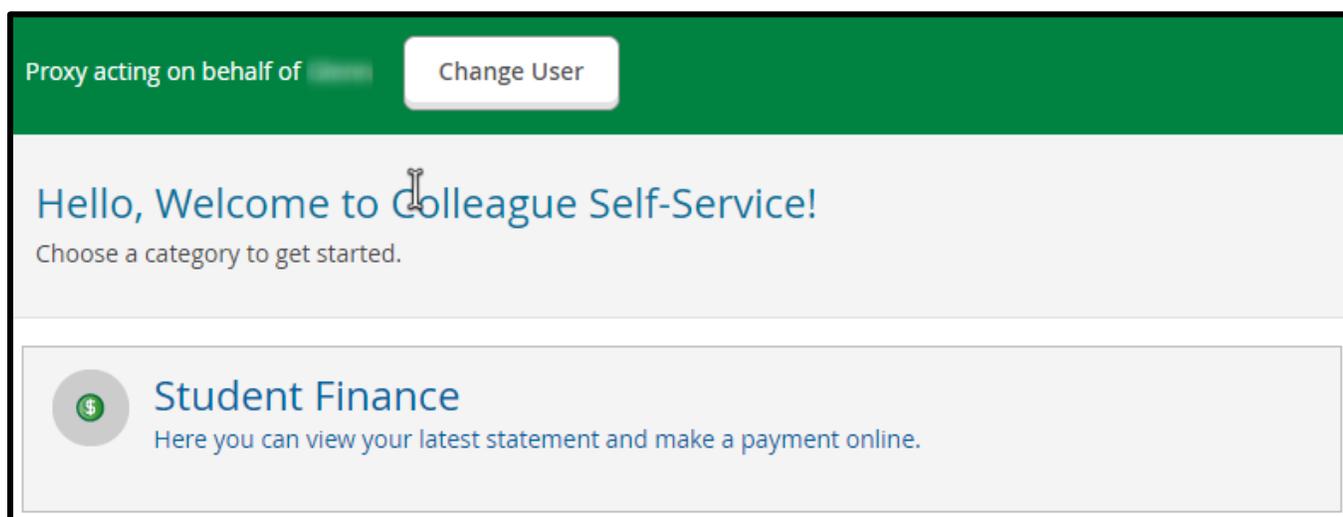


The image shows a success message. At the top, there is a green banner with a white checkmark icon and the text 'Your password has been successfully changed.' Below this, there is a blue link that says 'Please sign in using your new password to continue.'

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.

| Active Proxies |   |              |                |
|----------------|---|--------------|----------------|
| Name           | Proxy Access  | Relationship | Effective Date |
| Proxy User     | Student Finance<br>Financial Aid<br>General<br>Academics<br>Tax Information | Guardian     | 8/15/2018      |