Student Accounts: How to Add a Proxy User

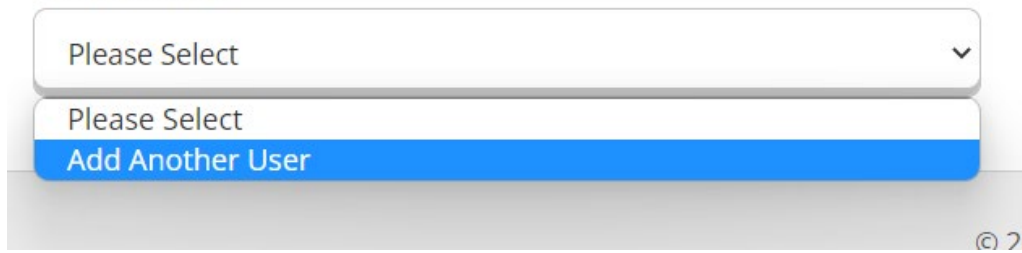1. Log in to your SU Portal (portal.simpsonu.edu).

2. Click the link for the Student Account Center on the portal homepage.

3. In the top right corner, click on your username and select "View/Add Proxy" from the drop-down menu.

4. From the View/Add Proxy Access page, select the "Add Another User" option from the dropdown menu below **Add a Proxy**.

5. Fill out the required information and select the level of access you'd like this proxy user to have.

NOTE: Be sure to check the box for the Disclosure Agreement at the bottom of the page to authorize Simpson Student Accounts staff to discuss details about your account with the person(s) you are granting proxy access.