



## Student Accounts: How to Add a Proxy User

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



Sign in with your Simpson user account.

Sign in

Enter your Simpson user account username and password above to sign in. Click the Reset Password link below if you cannot remember your password.

[Reset Password](#)

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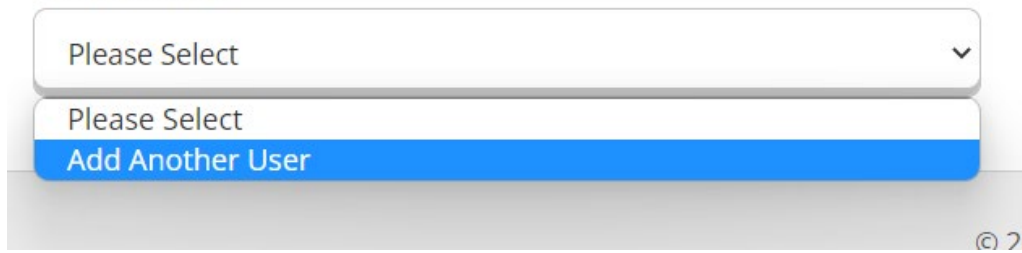
2. Click the link for the Student Account Center on the portal homepage.

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**.

## Add a Proxy

Select a Proxy



Please Select

Please Select

Add Another User

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

Add a Proxy

Select a Proxy

Add Another User

Prefix

Please Select

First Name \*

First Name

Middle Name

Middle Name

Last Name \*

Last Name

Suffix

Please Select

Email Address \*

Email Address

Confirm Email Address \*

Email Address

Email Type \*

Please Select

Relationship \*

Please Select

Access \*

Allow Complete Access

Allow Select Access

Student Finance ⓘ

Account Activity

Account Summary

Make a Payment

Payment Plan & Billing

Disclosure Agreement

By setting up a proxy user, I authorize Simpson University to disclose information, according to my specifications, about my cost of education, payment amounts, account activity, outstanding balance, financial aid, and registered course information to any user to whom I grant access. The purpose of this disclosure is so that these users will have the information necessary to assist me in completing the financial aid application and meeting my financial obligations.

I authorize the institution to disclose my information to this party

Cancel Submit

**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.