

# Student Users: Instructions for Setting up a Proxy User

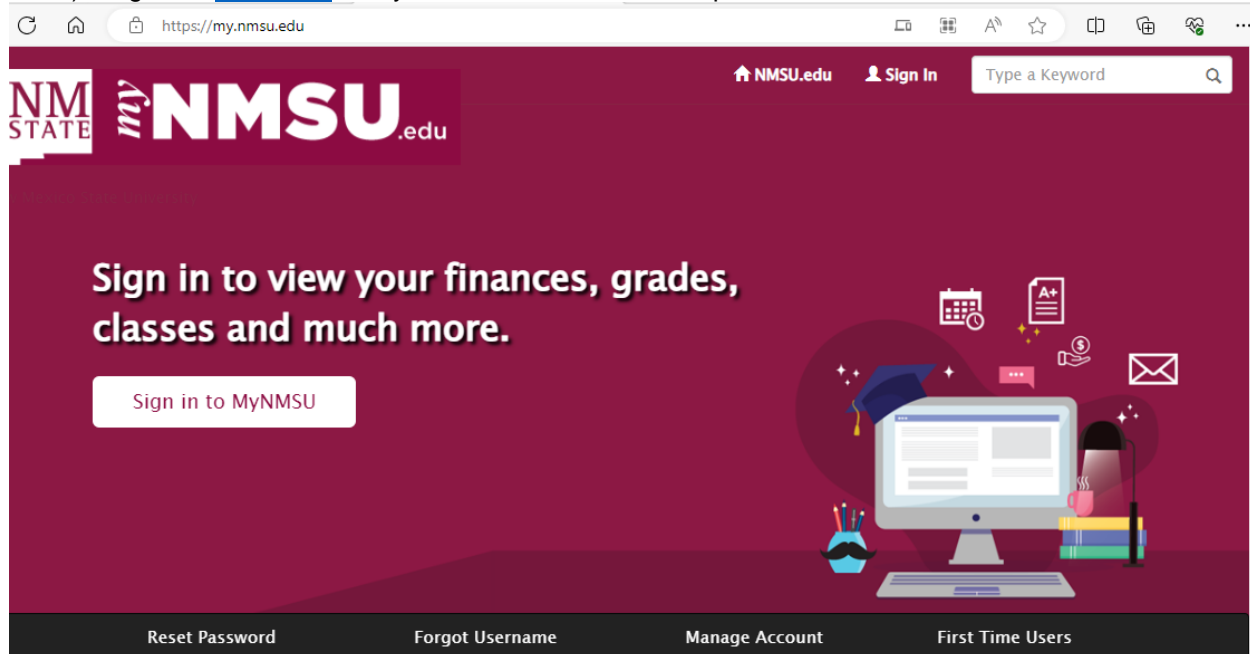
NMSU Students may provide “proxy access” to parents/guardians/spouses as desired by going online at [my.nmsu.edu](https://my.nmsu.edu). Students can choose what information their proxies may have access to. For example, students may want their proxy to be able to view their NMSU Financial Aid history and status, Registration, Student Account or Student Records. By granting proxy access, the student permits their proxy to view this information online, and it also allows their proxy to have discussions about the information with NMSU Accounts Receivable.

**Please note: In order for a proxy to make a payment on a student account, the proxy will need to register as a Payer in the Payment Portal.** This process is initiated by the student as follows [here](#).

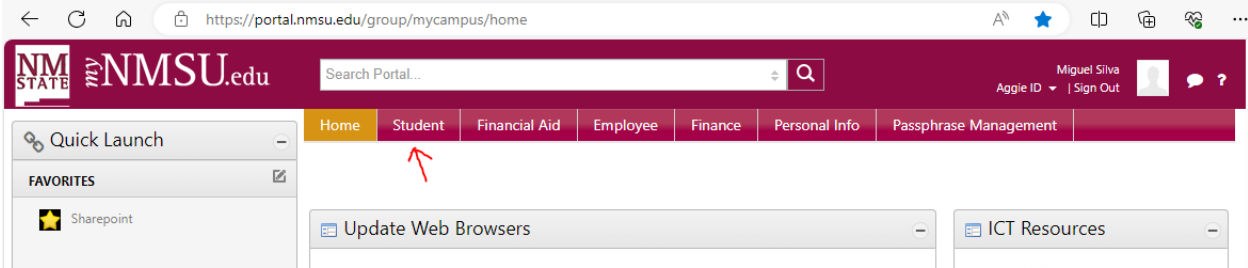
## Student Instructions for Adding a Proxy User:

While the student is completing the below steps, their proxy will be receiving emails with instructions needed to complete the process. Thus, it is important that the student completes all steps in sequence at one time, in order to ensure that their proxy doesn't experience any problems with gaining access.

- 1) Sign into [myNMSU](https://my.nmsu.edu) with your NMSU username and password.



- 2) Click on the **Student** tab, located at the top of the screen.



- 3) Click on **Student Proxy Management**, located towards the bottom of the screen, under **Student Account and Payment Information**.

### Student Account and Payment Information

- [Account Summary](#)
- [Account Detail For Term](#)
- [Tax Notification \(1098-T\)](#)
- [Statement and Payment History](#)
- [Pay NMSU/Student Proxy Financial Management](#)
- [MyHousing](#)
- [MyDining](#)
- [Direct Deposit Signup](#)
- [Student Proxy Management](#) ←

- 4) Click on **Add Proxy**.

## Proxy Management

You have no proxy added yet.

Add a new proxy using the button below. Then edit their profile and authorization settings to enable appropriate access.

Add Proxy

- 5) Type in the required information *for your proxy*. Please note: this is not the student's name or email address. A valid email address for your proxy is required in order for your proxy to receive communications that are necessary to finalize the setup of their account access.
  - a. **Relationship** – (Required) Select myNMSU Proxy from the drop-down menu.

- b. **Description** – (Optional) Enter a personal note about the proxy (spouse, parent, guardian, etc.)
- c. **Start Date** – (Required) Defaults to today's date.
- d. **Stop Date** – (Required) Defaults to 5 years from now.
  - i. Note: **Start/Stop Dates** allow you the ability to control the duration that your proxy is able to view your information. The **Stop Date** can be as far into the future as you would like it to be. However, access is deactivated when you are no longer a student at NMSU.

[Proxy Management](#) • Proxy Information

**Proxy Information** ⓘ

*Profile (Required)*

First Name

Last Name

E-Mail

Verify E-Mail

[Proxy Management](#) • Proxy Information

Verify E-Mail

Relationship ⓘ

Start Date      Stop Date

**Additional Information**

Description

- 6) As you proceed to fill in the data fields, AUTHORIZATIONS will become available at the bottom of the screen.
  - a. Check the boxes for the information that you would like to share with your proxy.
  - b. Please note, COPY AUTHORIZATION can be used only after you set up your first proxy. This function is in case you set up more than one proxy.

Authorizations (Required) ⓘ

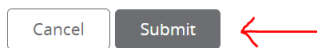
Select All

Copy Authorizations ⓘ

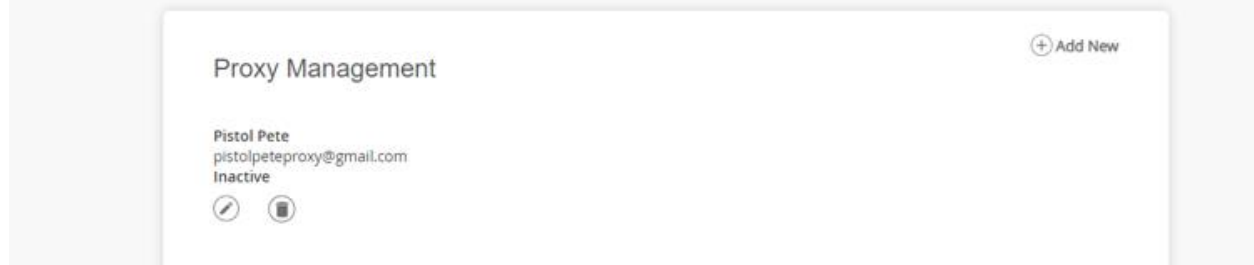
Select a Person ▼

- Financial Aid Dashboard
- College Financing Plan
- Financial Aid Award History
- Financial Aid Award Offer
- Financial Aid Notifications
- Financial Aid Resources
- Financial Aid Satisfactory Academic Process
- Allow Access to Student Academics
- Account Summary
- Financial Aid Resources
- Financial Aid Satisfactory Academic Process
- Allow Access to Student Academics
- Account Summary
- 1098T Tax Notification Form
- Student Profile
- Grades
- Holds
- Weekly Schedule
- Student Detail Schedule

7) Once the fields are correctly populated, click on the **Submit** button at the bottom of the screen.



- 8) You should be directed to a new screen that shows your new proxy.
- a. Your proxy will initially show up as INACTIVE, until they complete the steps on their end to finalize the process.
  - b. REMINDER: While you are completing the above steps, your proxy will be receiving emails instructing them on the steps needed to finalize their access. Thus, it is important that you complete all steps in sequence at one time, in order to ensure that your proxy doesn't experience any issues with gaining access.



- 9) You have now completed the set up for your proxy to access your selected student records. Your proxy will need to take steps on their side of things, in order to finalize the process.