1. From your MUHUB homepage, select User Options on the left.

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ń	Welcome to the MUHUB! Choose a category to get started.					
(≣ ()	Student Finance Here you can view your latest statement and make a payment online.	3	Financial Aid Here you can access financial aid data, forms, etc.			
٩	Here you can search for courses, plan your terms, and schedule & register your course sections.	I	Course Catalog Here you can view and search the course catalog.			
	Grades Here you can view your grades by term.	1	Graduation Overview Here you can view and submit a graduation application.			
	Academic Attendance Here you can view your attendances by term.					
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2. Then, click on "View/Add Proxy Access."

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۲	User Options 🔨		Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	rse Catalog you can view and search the course catalog.								
	User Profile		📻 Grades	duation Overview								
	Emergency Information		Here you can view your grades by term.	you can view and submit a graduation application.								
	View/Add Proxy Access		HER VOLKIN WW VOLKININGSKIS IV IVIN.									
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- 3. Read below information in light blue about what it means to set up "person proxy access."
- 4. After you understand the nature of adding person proxy access, please select "Add Another User" from the drop-down menu.

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uch as a vocational	hird-party agent (such a	mber, a friend, or a t	may include a parent or guardian, a spouse, a family mer ation.	tain aspects of their student MUHUB account. Common pers ke person proxy access at any time without a proxy's consen	cess to an individual to access certain aspects o idents may grant, modify, or revoke person pro	Students may grant 'person proxy' and rehabilitation services counselor). St	١	•
						ve Proxies	Active	۲
				r self-service user to view or edit your account.	ies. Add one now to allow another self-service (	You do not have any designated prov	(1)	
	Add a Proxy							
			cannot be an email address that ends in 'marian.edu'	nt to grant proxy access below. Please note your proxy's em	ribes the person to whom you want to grant pr	Select the relationship that best desc	(1)	
						a Proxy	Select a l	
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			ights reserved. <u>Privacy</u>	© 2000-2020 Ellucian Company L.P. and its aff				

## 5. Enter all required information about the person to whom you are assigning proxy access.

=	Select a Proxy		
	Add Another User		
<b>^</b>	Prefix *	First Name *	Middle Name *
<b></b>	Please Select •	First Name	Middle Name
	Last Name *	Suffix	Former First Name
۲	Last Name	Please Select	Former First Name
	Former Middle Name	Former Last Name	Email Address *
	Former Middle Name	Former Last Name	Email Address
	Confirm Email Address *	Email Type *	Phone
	Email Address	Please Select •	Phone
	Phone Extension	Phone Type	Birth Date
	Phone Extension	Please Select.	M/d/yyyy
	Gender	SSN	Confirm SSN
	Please Select	SSN	SSN
	Relationship *		
	Please Select		

- 6. Select either "Allow Complete Access" or "Allow Select Access."
- 7. If you select "Allow Select Access," spend time reviewing which pieces of information you will authorize access to for your person proxy.
  - a. It is important to note: if you would like your proxy user to make payments toward your student account, you must select the box for "Make a Payment" and "Payment Plan & Billing."
- 8. When you have finalized your selections, click the box for "I authorize the institution to disclose my information to this party," and click submit.

Access *	
Allow Complete Access	
Allow Select Access	
Student Finance 🚯	V Financial Aid 🚺
Account Activity	✓ Offer Letter
Account Summary	✓ Financial Aid Home
✓ Make a Payment	
✓ Payment Plan & Billing	My Awards
	✓ FA Outside Awards
	✓ FA Required Documents
	Satisfactory Academic Progress
🤜 General 🚺	C Academics ()
✓ Notifications	✓ Grades
Tax Information (i)	
✓ Tax Information	
Disclosure Agreement	
By adding a person proxy you are waiving all or some of your privacy rights under FERPA to the designated individual. More information and and download information to which you've granded them access. Person provy access allo grants designated individuals the right to come adding a person proxy you also agree to provide Marian University with your proxy's demographic information (name, contact informatio may grant, modify or revice) person provy access at any time without a proxy's contender to notification.	bout EEPAC can be found at https://www.marian.edu/current-students/registrar/freps. The designated individual will be early to ivery print municate with appropriate offices on campus (such as Finnancial Auß Burst, Registran about information to which you've allowed access. By n) which may be used for any and all University communications including but not limited to email, phone, postal mail, and text. Students



9. After submitting, you will see your active proxies listed. If you click on the pencil, you may edit access for each proxy at any time. From this page, you can also add another proxy if you would like to give access to multiple people.

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	User Options · View/Add Proxy Access	User Options + View/Add Proxy Access							
	View/Add Proxy Access		Edit Proxy Details						
Ē			Name			*			
•	Students may grant 'person proxy' access to an i vocational rehabilitation services counselor). Stu	individual to ad idents may gra	Email Address	Relationship Parent Or Guardia	n	, a spouse, a fa	amily member, a friend, or a thi	d-party agent (such	h as a
Q	Active Proxies		Access						
	Name Pro	oxy Access	Allow Select Access				Effective Date		
	Stu	ident Finance, F	C Remove All Access				4/6/2020		0
	Add a Proxy		🕎 Student Finance 🚺		🕎 Financial Aid 🚺				
			Account Activity		Offer Letter				
	Select the relationship that best describes the person to whom		🛃 Account Summary		🕎 Financial Aid Home	nds in 'marian	s.edu'		
	Select a Proxy		🔯 Maké a Payment						
	Please Select				My Awards				
					FA Outside Awards				
					FA Required Documents				
					Satisfactory Academic Progress				
			Cancel		Save				

10. Your new proxy user will receive an e-mail similar to the one below. Your new proxy user will also receive a separate e-mail with their temporary password. Please make sure they receive the proper communication to finalize the person proxy access and access the authorized information on your MUHUB student account.

MUHUB Account Proxy Access from \_\_\_\_\_ at Marian University. Dear \_\_\_\_\_,

You have been granted proxy access to MUHUB Account at Marian University. A copy of this email will be sent to the above student. The following login has been created for your use at Marian University's MuHub Https://hub.marian.edu

Username: \_\_\_\_\_

Your temporary password will be sent as a separate email. The password email will not be sent to the student.

If you have technical difficulties setting up your Person Proxy access at MUHUB please contact the helpdesk at 317-955-6444 Monday through Friday 7:30am to 6:30pm and Saturday 7:30am to 2:30pm EST.

If you have questions about financial aid information to which you've been granted proxy access, please contact the Office of Financial Aid at finaid@marian.edu or 317-955-6040 Monday through Friday 8:00am to 4:30pm EST.

If you have questions about billing information to which you've been granted proxy access, please contact the Business Office at busoff@marian.edu or 317-955-6020 Monday through Friday 8:00am to 4:00pm EST.

If you have questions about student grading information to which you've been granted proxy access, please contact the Registrar at regis@marian.edu or 317-955-6050 Monday through Friday 8:00am to 4:00pm EST.

Sincerely, Marian University \*\*\* do not reply to this email \*\*\*\*