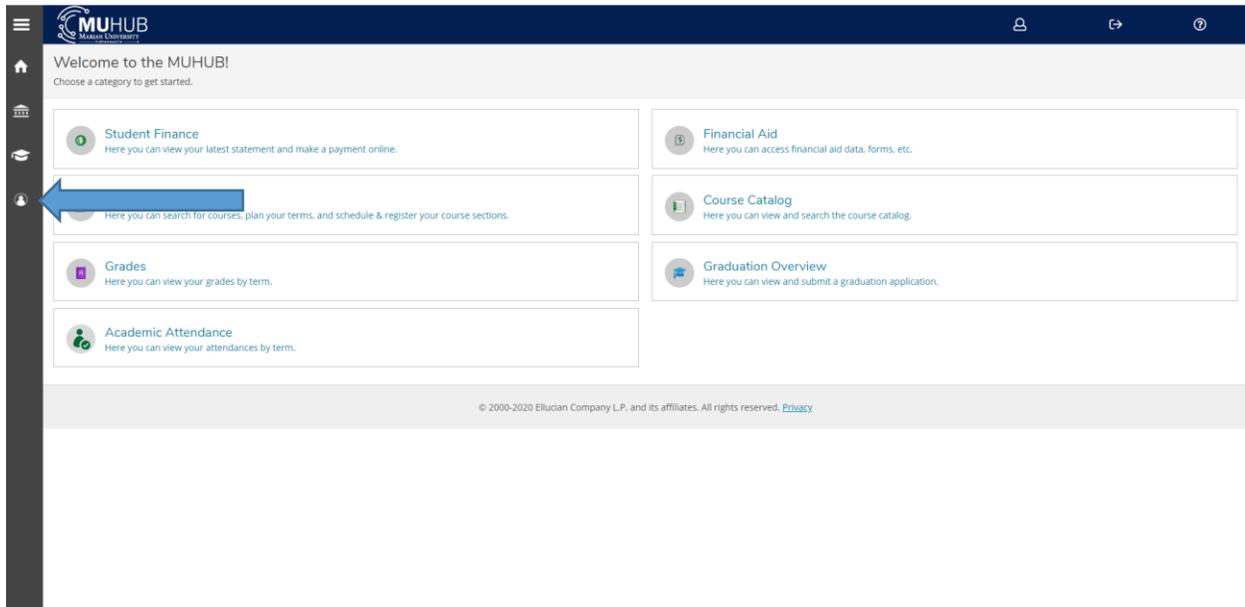
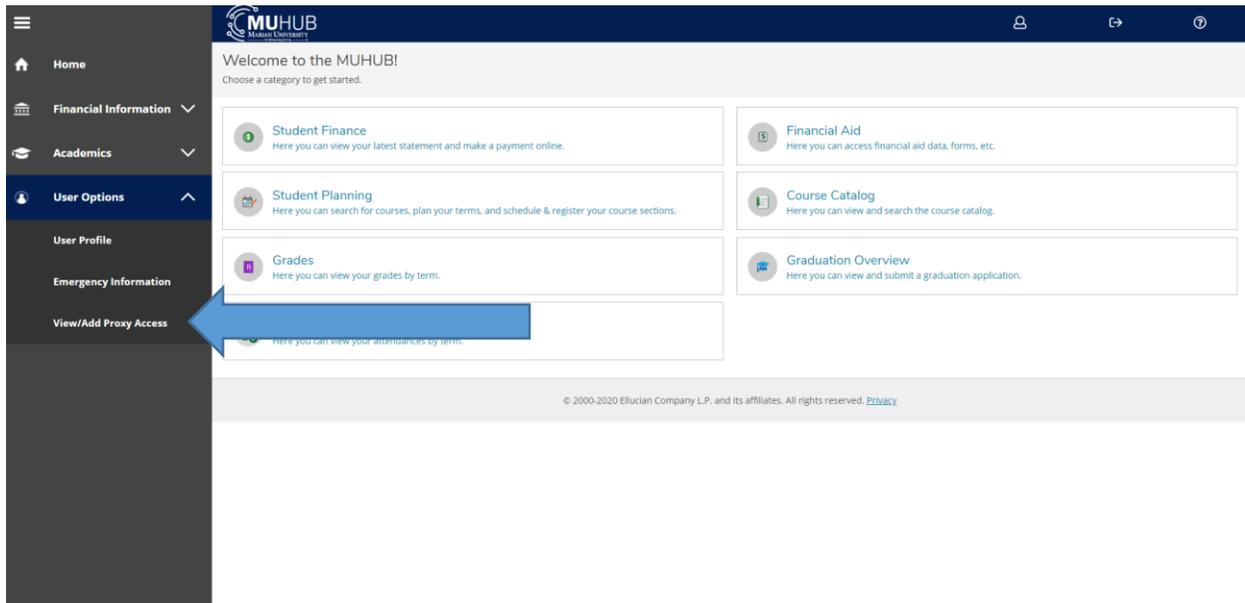


# MUHUB PERSON PROXY ACCESS INSTRUCTIONS

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



2. Then, click on "View/Add Proxy Access."



## MUHUB PERSON PROXY ACCESS INSTRUCTIONS

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.

**View/Add Proxy Access**

Students may grant 'person proxy' access to an individual to access certain aspects of their student MUHUB account. Common person proxies may include a parent or guardian, a spouse, a family member, a friend, or a third-party agent (such as a vocational rehabilitation services counselor). Students may grant, modify, or revoke person proxy access at any time without a proxy's consent or notification.

**Active Proxies**

You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.

**Add a Proxy**

Select the relationship that best describes the person to whom you want to grant proxy access below. Please note your proxy's email address cannot be an email address that ends in 'marian.edu'

Select a Proxy  
Please Select

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

Select a Proxy  
Add Another User

Prefix \*  
Please Select

Last Name \*  
Last Name

Former Middle Name  
Former Middle Name

Confirm Email Address \*  
Email Address

Phone Extension  
Phone Extension

Gender  
Please Select

Relationship \*  
Please Select

First Name \*  
First Name

Suffix  
Please Select

Former Last Name  
Former Last Name

Email Type \*  
Please Select

Phone Type  
Please Select

SSN  
SSN

Middle Name \*  
Middle Name

Former First Name  
Former First Name

Email Address \*  
Email Address

Phone  
Phone

Birth Date  
MM/DD/YYYY

Confirm SSN  
SSN

## MUHUB PERSON PROXY ACCESS INSTRUCTIONS

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

<input checked="" type="checkbox"/> Student Finance ⓘ	<input checked="" type="checkbox"/> Financial Aid ⓘ
<input checked="" type="checkbox"/> Account Activity	<input checked="" type="checkbox"/> Offer Letter
<input checked="" type="checkbox"/> Account Summary	<input checked="" type="checkbox"/> Financial Aid Home
<input checked="" type="checkbox"/> Make a Payment	<input checked="" type="checkbox"/> My Awards
<input checked="" type="checkbox"/> Payment Plan & Billing	<input checked="" type="checkbox"/> FA Outside Awards
	<input checked="" type="checkbox"/> FA Required Documents
	<input checked="" type="checkbox"/> Satisfactory Academic Progress
<input checked="" type="checkbox"/> General ⓘ	<input checked="" type="checkbox"/> Academics ⓘ
<input checked="" type="checkbox"/> Notifications	<input checked="" type="checkbox"/> Grades
<input checked="" type="checkbox"/> Tax Information ⓘ	
<input checked="" type="checkbox"/> Tax Information	

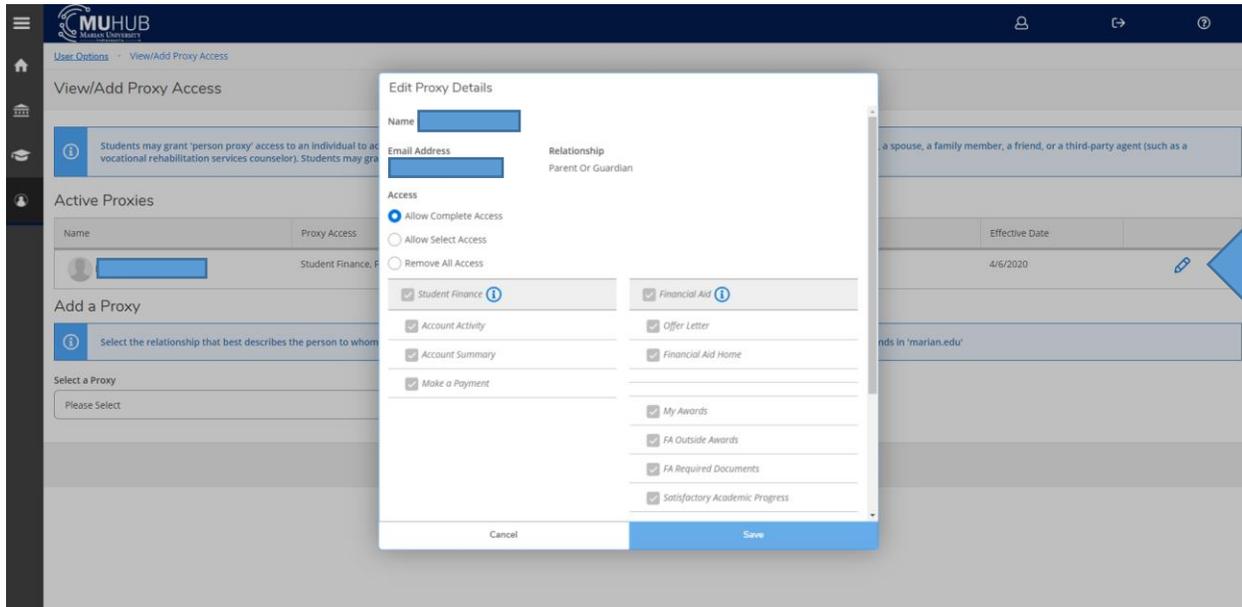
Disclosure Agreement

By adding a person proxy you are waiving all or some of your privacy rights under FERPA to the designated individual. More information about FERPA can be found at <https://www.marian.edu/current-students/registrar/ferpa>. The designated individual will be able to view, print and download information to which you've granted them access. Person proxy access also grants designated individuals the right to communicate with appropriate offices on campus (such as Financial Aid, Bursar, Registrar) about information to which you've allowed access. By adding a person proxy you also agree to provide Marian University with your proxy's demographic information (name, contact information) which may be used for any and all University communications including but not limited to email, phone, postal mail, and text. Students may grant, modify, or revoke person proxy access at any time without a proxy's consent or notification.

I authorize the institution to disclose my information to this party

## MUHUB PERSON PROXY ACCESS INSTRUCTIONS

- 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.



- 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](mailto: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](mailto: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](mailto: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 \*\*\*\*