Step 1. Log into your **Ocean Connect** account and click on **Student Planning** or **Student Finance**.

Step 2.
Step 3.
Step 4.

View/Add Proxy Access

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 a Proxy

Add Another User

First Name *

Middle Name

Last Name *

Suffix

Former First Name
Step 5. Enter the Information for the individual that you would like to have self service access.
Step 6. Choose what type of information you would like them to be able to view: Complete access or Select Access
Step 7. Acknowledge the Disclosure Agreement then click Submit

Step 8. Enter your password to verify your identity
Step 9. Click Continue to submit the information and confirm the proxy.
Step 10. Now the Proxy should appear under ‘Active Proxies’. You can edit the proxy at any time by clicking on the pencil icon.