

[Instructions for a Proxy/FERPA Contact]

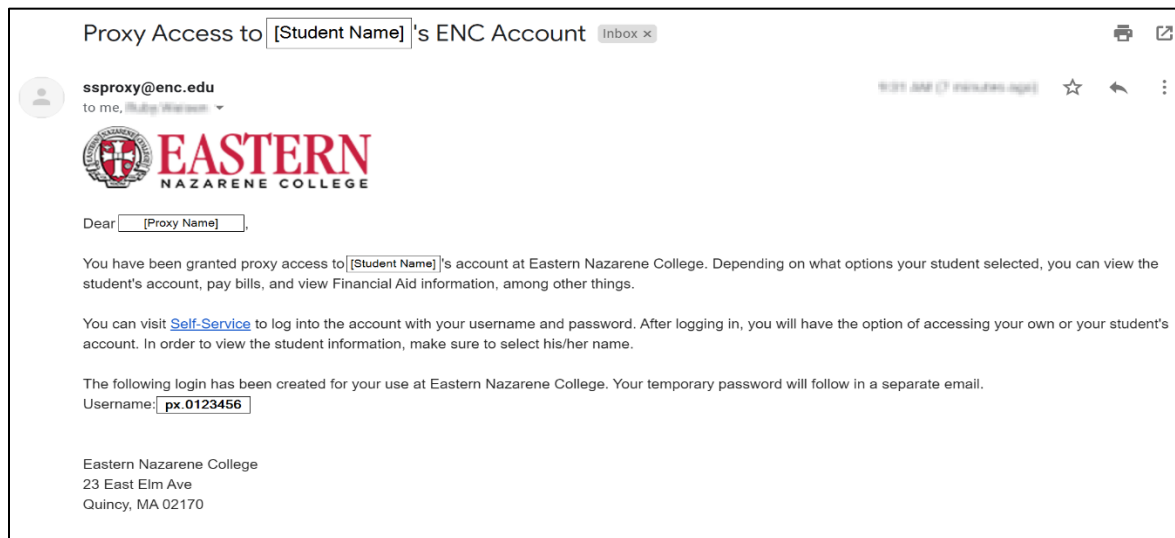
After the student has created a proxy account by logging into self-service, the proxy user will receive email instructions on how to access and setup an account. Please see below for further instructions.

Proxy User Account Setup

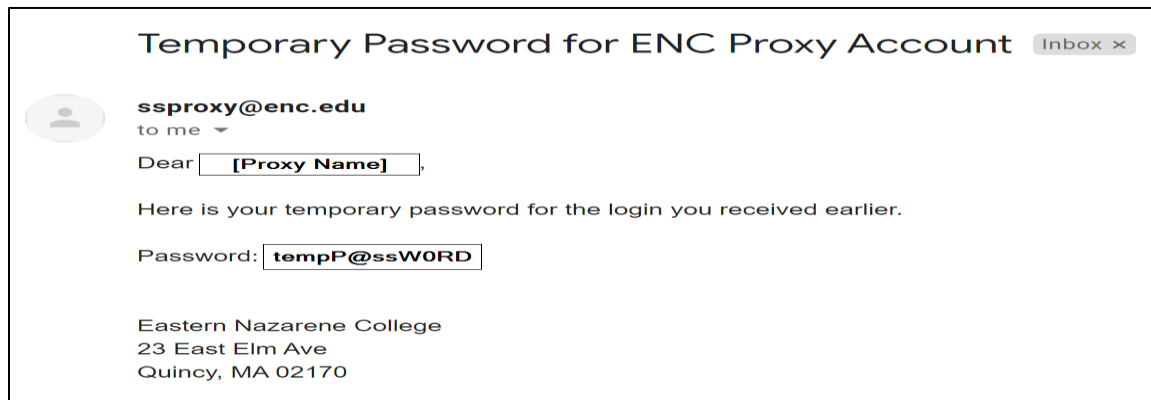
Step 1: Check Your Email

You will have received two emails with the subject lines below:

- **Proxy Access to [Student Name]'s ENC Account:** This email explains that you have been granted access to the Students account along with your username.
 - Follow the link in this email to enc.edu/selfservice




- **Temporary Password for ENC Proxy Account:** This email contains the temporary password for the login.



Step 2: Establish a New PIN

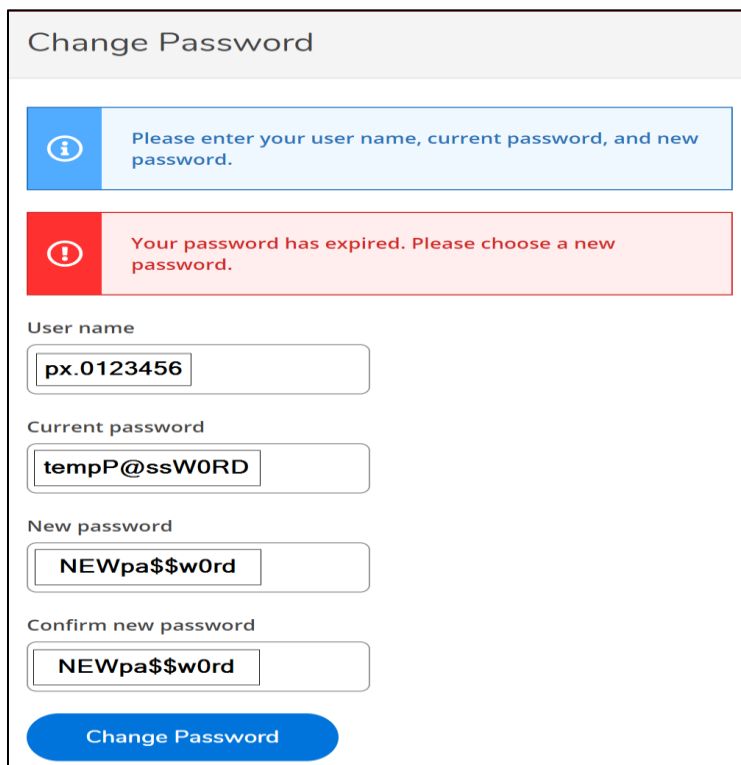
Establish a new PIN by entering the User name and the Temporary Password found in the email. Click **Sign In**.



A screenshot of a 'Sign In' form. The title 'Sign In' is centered at the top. Below it, there are two input fields: 'User name' containing 'px.0123456' and 'Password' containing 'tempP@ssW0RD'. A blue 'Sign In' button is positioned at the bottom center.

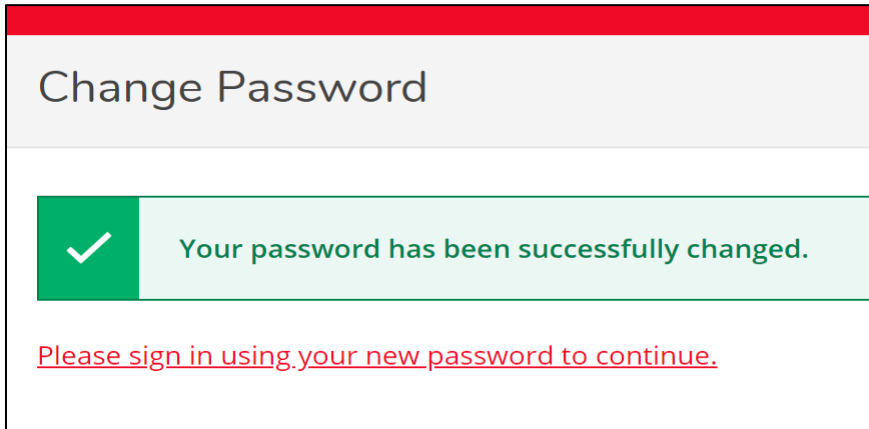
Step 3: Change Password

(Note: You will be prompted to change your password. Enter the Username, Current password, new password and confirm new password as shown in the screen below).



A screenshot of a 'Change Password' form. At the top, the title 'Change Password' is displayed. Below the title, there is a blue information box with an 'i' icon and the text: 'Please enter your user name, current password, and new password.' Below this is a red warning box with an '!' icon and the text: 'Your password has expired. Please choose a new password.' The form contains four input fields: 'User name' (px.0123456), 'Current password' (tempP@ssW0RD), 'New password' (NEWpa\$\$w0rd), and 'Confirm new password' (NEWpa\$\$w0rd). A blue 'Change Password' button is at the bottom.

A screen showing successful Password change confirmation appears as shown below:



Change Password

✓ Your password has been successfully changed.

[Please sign in using your new password to continue.](#)

The image shows a confirmation screen for a password change. It features a red header bar at the top. Below the header, the title "Change Password" is displayed in a grey bar. A green checkmark icon is followed by the text "Your password has been successfully changed." Below this, a red link text says "Please sign in using your new password to continue."

Step 4: Sign In

Sign in with the new password as shown in the screen below



Sign In

User name

px.0123456

Password

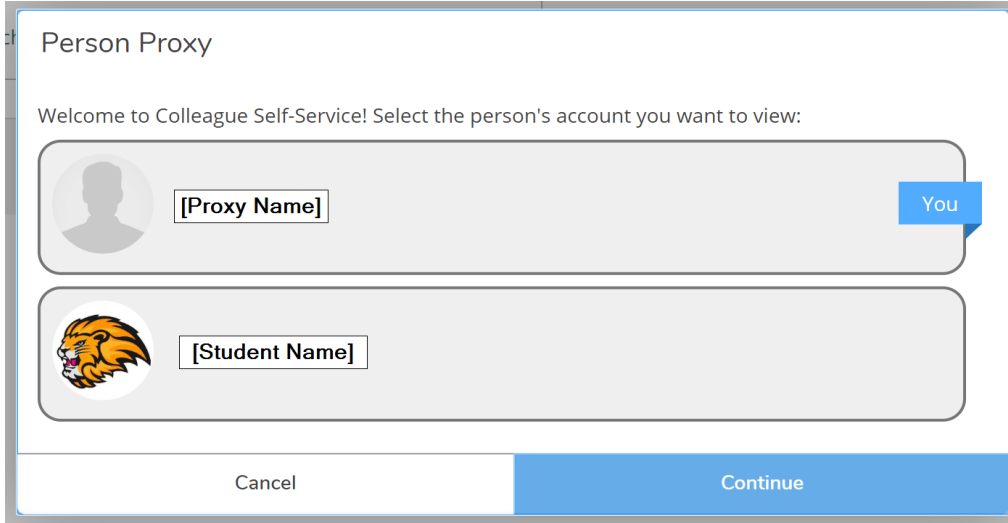
NEWpa\$\$w0rd

Sign In

The image shows a sign-in screen. It has a large "Sign In" title at the top. Below the title, there are two input fields: "User name" with the value "px.0123456" and "Password" with the value "NEWpa\$\$w0rd". At the bottom, there is a blue "Sign In" button.

A Person Proxy welcome screen appears as shown below for you to select the person's account you want to view.

Choose the student name whose details you would like to view.



Step 5: Welcome Screen

A welcome screen showing the student details whose access you have been given appears as shown below.

