

[Instructions for Students]

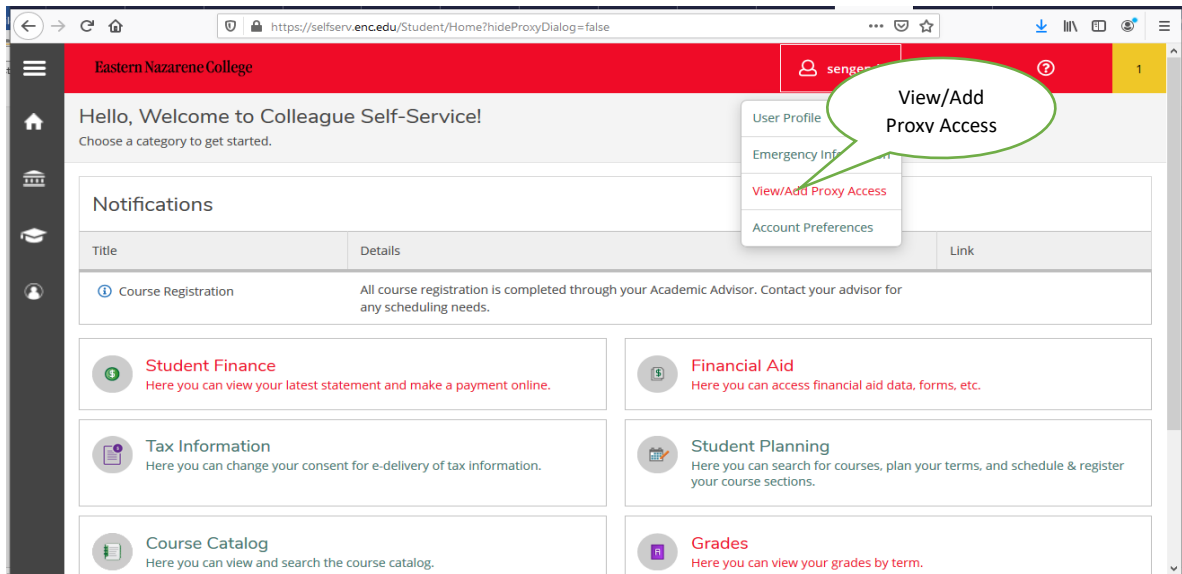
1. Access the ENC Self-Service Link (selfserv.enc.edu) on Portal and Log in to your Self-Service account.

The screenshot shows the Eastern Nazarene College website. At the top left is the college logo and name. A navigation bar contains links for Home, Academic, Campus, Student Life, Employment, Adult and Graduate Studies, and More. Below this is a breadcrumb trail: ENC Portal > Faculty & Staff. The main content area is divided into several sections: 'Web Applications' with a list of links including Email, Calendar, Canvas, OneDrive, Password reset, Self Service (highlighted with a green speech bubble), Student Guides, Tree of Life Textbook Portal, and Zoom Video Conferencing; 'Self Service Mobile Number Update Instructions - please action' with a 'VPN Access Request Form' and a 'Faculty Staff COVID Communications Archive'; 'My Notifications' showing 'You have 1 Notification'; 'Announcements' with 'Self Service Mobile Number Update Instructions' and 'Coronavirus Community Letter 2/3/20'; 'Main Web Site News Feed' with news items; and 'Faculty / Staff Documents' with a table listing 'COVID Communications'.

2. Click the **person icon** at the top of the page.

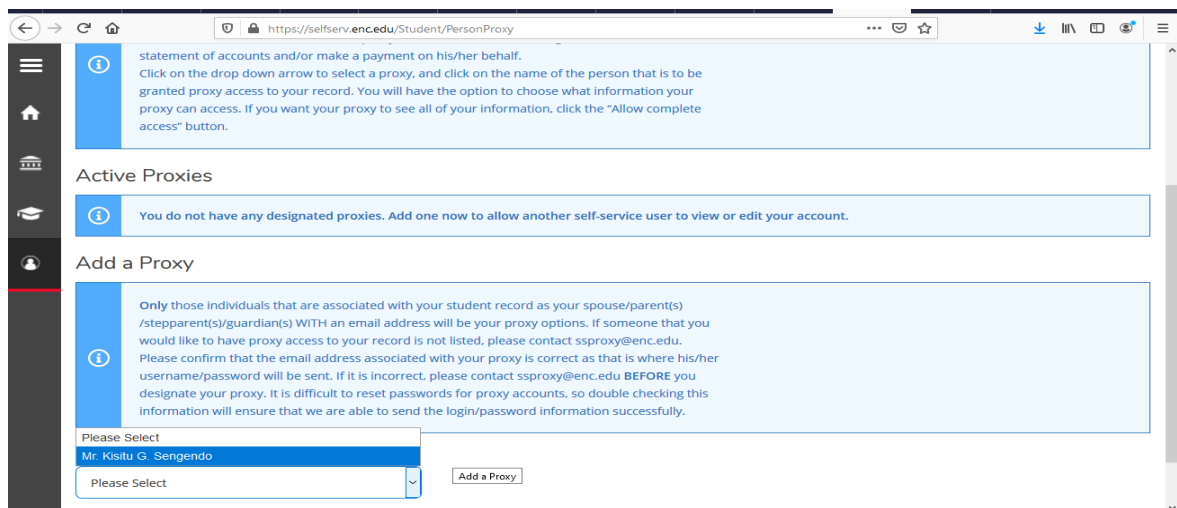
The screenshot shows the user interface of the selfserv.enc.edu portal. The browser address bar shows the URL https://selfserv.enc.edu/Student/Home?hideProxyDialog=false. The page header is red and contains the Eastern Nazarene College logo, a person icon (highlighted with a green speech bubble labeled 'Person Icon'), a help icon, and a notification count of 1. The main content area is titled 'Hello, Welcome to Colleague Self-Service!' and includes a 'Notifications' section with a table showing a notification about course registration. Below the notifications are several service tiles: 'Student Finance', 'Financial Aid', 'Tax Information', 'Student Planning', 'Course Catalog', and 'Grades'.

3. A drop-down box will appear. Select the View/Add Proxy Access option.

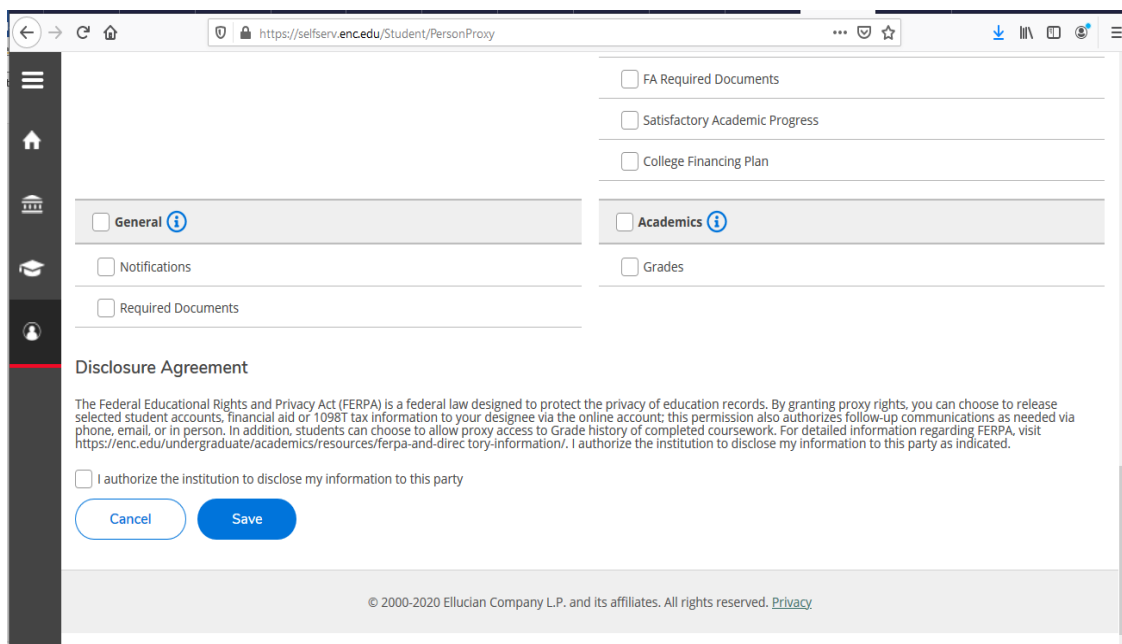
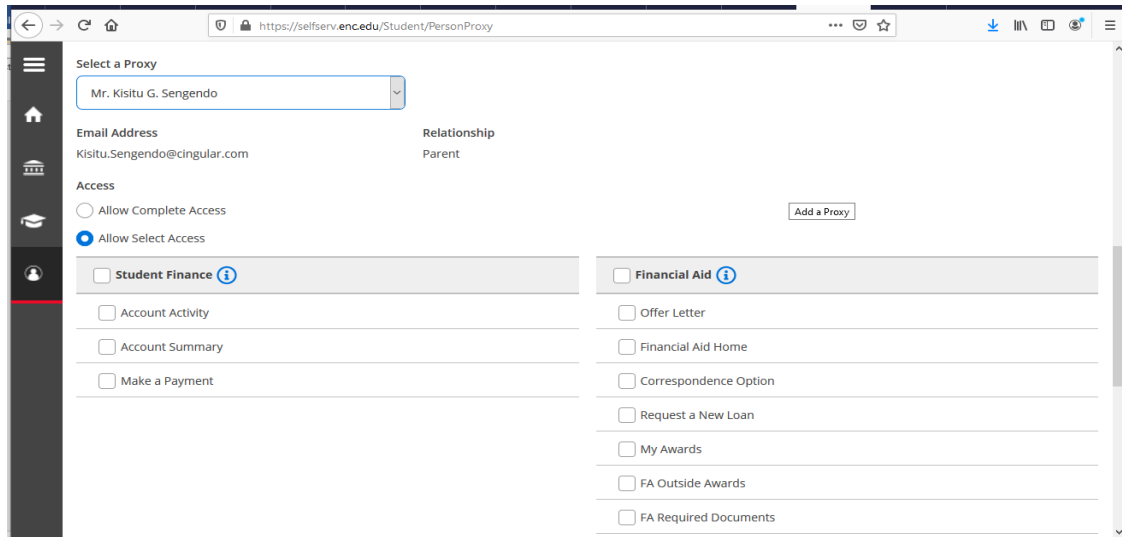


4. Add Proxy Access and Select a Proxy to be added. The Select a Proxy drop-down box lists family members already in Eastern Nazarene College database system. To add a person not listed in the drop-down box, visit the Academic Records Office to complete a Person Proxy Addition form. You will need the following information:

- Person's legal name
- Date of birth
- Email address
- Mailing address
- Telephone number
- Relationship to you



5. Grant Access by selecting whether to provide Complete Access or Allowing specific access



6. You have the option to grant complete access or to limit access. To limit access, select the **Allow Select Access** button and choose only the options you want the proxy user to have. Read the Disclosure Agreement.
 - a. Each section of Proxy access corresponds to that section of FERPA permissions.
7. Check the authorization box before saving.
8. By clicking the **Save** button, you are granting the selected proxy access to your account.

The proxy user will receive a username and temporary password via email. The emails will be from **do-not-reply@enc.edu**.