Students – How to set up Parent Proxy

Go to mynova.villanova.edu

Search for “Parent Proxy”

Proxy Management

Proxy List

1. Add Proxy
2. Expand the Proxy
3. Complete the Profile Tab
4. Complete the Authorization tab

Your proxy list is empty.

Add a Proxy

Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.

* - indicates a required field.

First Name*

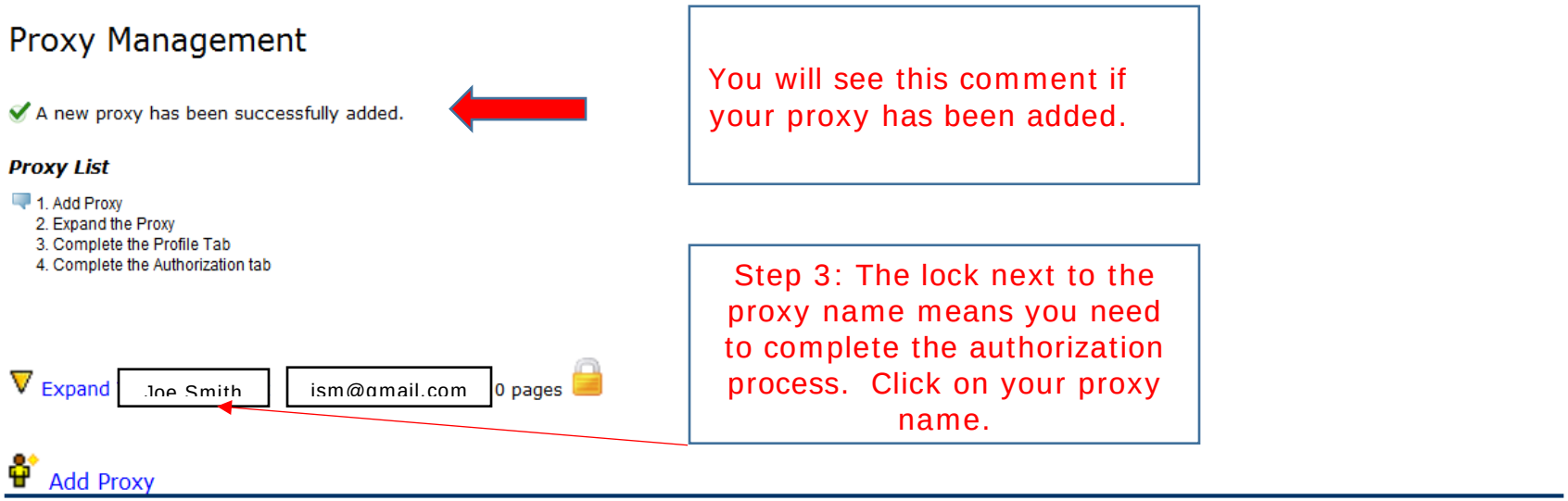
Last Name*

E-mail Address*

Verify E-mail Address*

Add Proxy

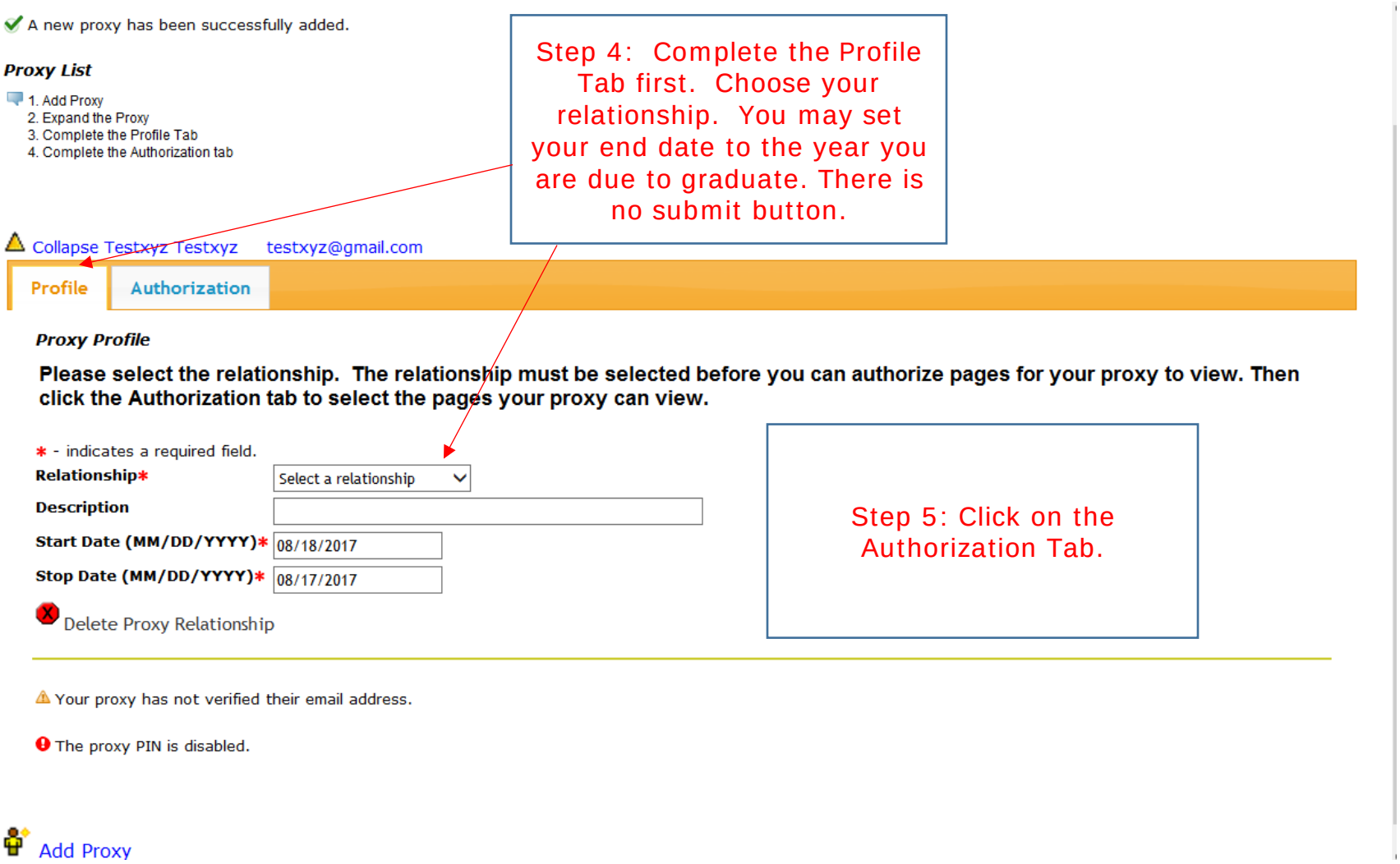
Step 2: Type First Name, Last Name and email address for your proxy who will be able to access your information.
You must click “ADD Proxy”



You will see this comment if your proxy has been added.

Step 3: The lock next to the proxy name means you need to complete the authorization process. Click on your proxy name.

Do not add another proxy until you complete Steps 4 and 5 for your First Proxy.


A new proxy has been successfully added.
Proxy List
1. Add Proxy
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4. Complete the Authorization tab
Step 4: Complete the Profile Tab first. Choose your relationship. You may set your end date to the year you are due to graduate. There is no submit button.
Collapse Testxyz Testxyz testxyz@gmail.com
Profile
Authorization
Proxy Profile
Please select the relationship. The relationship must be selected before you can authorize pages for your proxy to view. Then click the Authorization tab to select the pages your proxy can view.
* - indicates a required field.
Relationship*
Select a relationship
Description
Start Date (MM/DD/YYYY)*
08/18/2017
Stop Date (MM/DD/YYYY)*
08/17/2017
Delete Proxy Relationship
Step 5: Click on the Authorization Tab.
Your proxy has not verified their email address.
The proxy PIN is disabled.
Add Proxy

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Step 6: Select the boxes that correspond to the information you want to share with your proxy. Your selections are auto saved. If you want to add another proxy, click the "Add Proxy" Icon at the bottom of the page.

Collapse Testxyz Testxyz testxyz@gmail.com

Profile | Authorization

Page Authorization

Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view these pages when they log in. There is no save button. Your selections are auto saved.

- ☐ Parent Proxy Access Check to Select or Deselect ALL items below.
  - ☐ View Address/Phone
  - ☐ View Final Grade
  - ☐ View Mid Term Grade
  - ☐ View Transcript
  - ☐ View Course Schedule
  - ☐ View Account
  - ☐ View Holds
  - ☐ View Student Information
  - ☐ View Housing Assignment Details
  - ☐ Overall Status of Financial Aid
  - ☐ Award Package by Aid Year