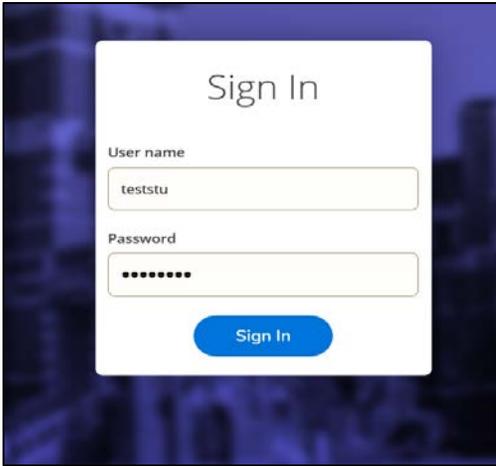
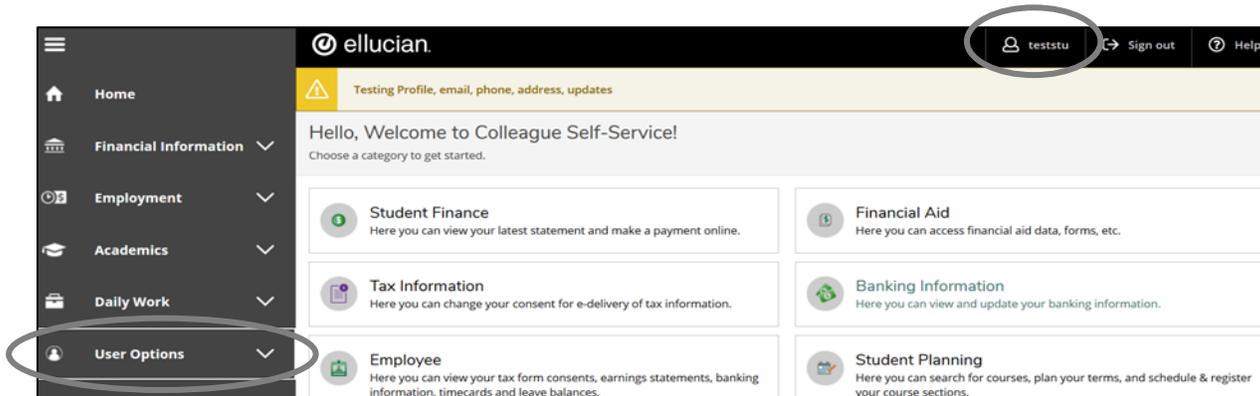


FERPA PROXY ACCESS

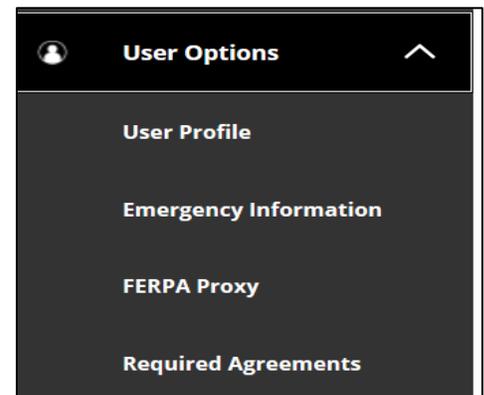
- Go to <https://servicehub.mville.edu/Student/Account/Login>
- Enter your Manhattanville login credentials on the **ServiceHub Sign In** page
 - Username and password (same credentials as other Mville systems)



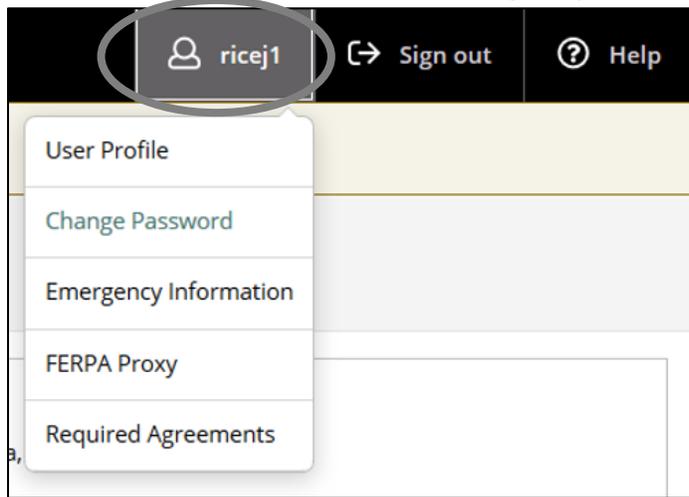
- Click **Sign In**
- Once signed into **ServiceHub**, students will have the option to update information under the **User Options** icon (left-hand side) or their username tab (top right-hand corner). In the screenshot, the username tab displays with **teststu** for this student.



- When students click on **User Options** drop down, they will view additional selections available to update/review their account.
- **User Options** drop down selections:
 - User Profile
 - Emergency Information
 - FERPA Proxy
 - Required Agreements



- When students click on their username (e.g. ricej1) tab the same **User Options** selections will display.

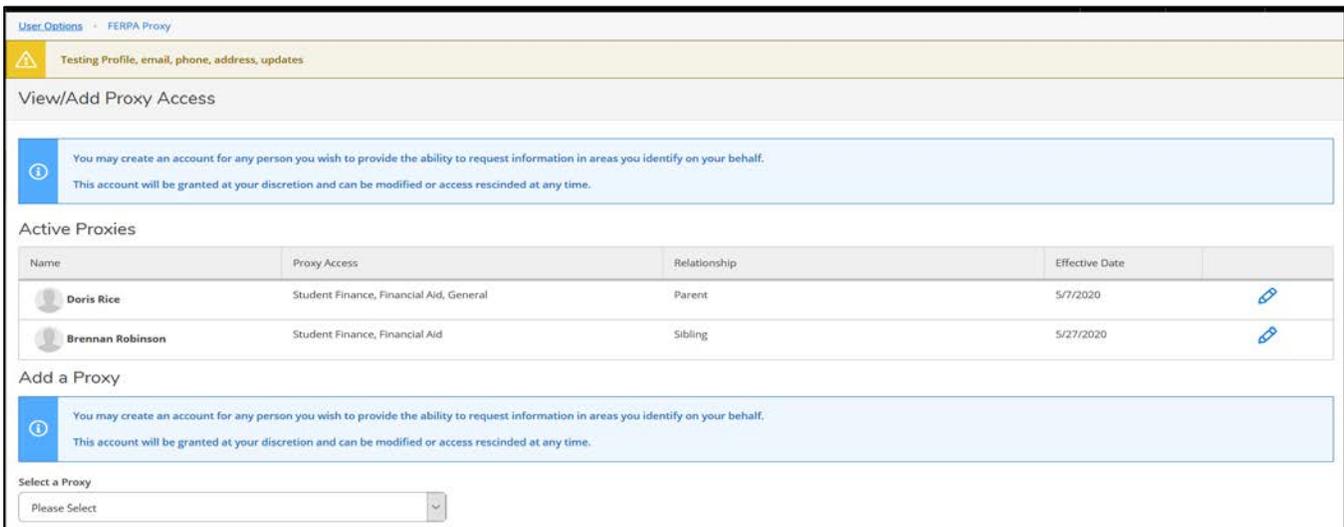


Manhattanville College will be implementing a new procedure regarding FERPA (Family Educational Rights and Privacy Act of 1974). For more information related to FERPA follow this link:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>.

This new procedure will be known as FERPA Proxy Access and will be located within your Manhattanville ServiceHub account.

- FERPA Proxy Access** – allows a student to grant designated access of their student information for any *proxy* or third-party individual (e.g. parent, sibling, community organization representative, etc.) the student specifies.
- To add or update FERPA Proxy:**
 - Under **User Options** select **FERPA Proxy**
 - Find the **Select a Proxy** section
 - In the drop down, select **Add Another User**



- Under **Add a Proxy**, students will provide the information (as indicated in the image below) for the *proxy* individual you are granting access to your student account. The required fields for the **Add a Proxy** section are First Name, Last Name, Email Address, Confirm Email Address, Gender, Date of Birth (must include *'/'* e.g. **01/01/2020**) and Relationship.

Add a Proxy

You may create an account for any person you wish to provide the ability to request information in areas you identify on your behalf. This account will be granted at your discretion and can be modified or access rescinded at any time.

Select a Proxy
Add Another User

Prefix
Please Select

First Name *
First Name

Last Name *
Last Name

Suffix
Please Select

Email Address *
Email Address

Confirm Email Address *
Email Address

Phone
Phone

Relationship *
Please Select

- After inputting the proxy information, students will need to select what areas of their Manhattanville student account the *proxy* will be granted access to.
 - Students can select **Allow Complete Access** (total access) or **Allow Select Access** (selected sections or items in section) which they would like to grant access to for their proxy.
 - With the **Allow Select Access** option, students must select either the specific items in an access section (e.g. **FA Required Documents** or **My Awards**) or access to an entire section (e.g. **General** or **Financial Aid**).

Access *

Allow Complete Access

Allow Select Access

<input type="checkbox"/> Financial Aid ⓘ	<input type="checkbox"/> General ⓘ
<input type="checkbox"/> Offer Letter	<input type="checkbox"/> Notifications
<input type="checkbox"/> Financial Aid Home	
<input type="checkbox"/> Request a New Loan	
<input type="checkbox"/> My Awards	
<input type="checkbox"/> FA Outside Awards	
<input type="checkbox"/> FA Required Documents	
<input type="checkbox"/> College Financing Plan	
<input type="checkbox"/> Academics ⓘ	<input type="checkbox"/> Tax Information ⓘ
<input type="checkbox"/> Grades	<input type="checkbox"/> Tax Information

- Next, students will acknowledge the Disclosure Agreement regarding granting permission to your designated *proxy*.
- Click on the *authorization box* and **submit**

Disclosure Agreement

By creating online access to my electronic account, I hereby grant permission for the person I have authorized to access any and all of my education records maintained by Manhattanville College, including, but not limited to: academic, billing, financial aid, registration, conduct, and immunization, for the purpose of supporting my educational goals. I further understand that I may revoke this access at any time by deactivating the account. Granting access to records maintained by the Counseling Center and the Office of Accessibility Resources must be requested through those respective offices.

For more information about student privacy rights under the Family Education and Privacy Act of 1974, as amended, see: <http://ed.gov/offices/OM/fpco/ferpa/>.

I authorize the institution to disclose my information to this party

- Lastly, students will be prompted to enter your Manhattanville password for the granted access to be processed.
 - Click **Submit**

Password Verification

Please reenter your password to continue:

Cancel Submit

- FERPA Proxies will receive details, via email, with their credentials for logging into their MyMville account to access the designated information. FERPA Proxies will also be able to contact Manhattanville to request information based on the designated permissions students have granted their proxies.
- **Edit Proxy Access** - As the student, you can modify or rescind your Proxy Access at any time. Under **Active Proxies** you will see a pencil icon. You will click the pencil icon to make the adjustments to the Proxy's access the student would like to update. Whether this is adjustments for full access or limited access.
 - Active Proxies
 - Click **Pencil** icon

User Options · FERPA Proxy

Testing Profile, email, phone, address, updates

View/Add Proxy Access

You may create an account for any person you wish to provide the ability to request information in areas you identify on your behalf. This account will be granted at your discretion and can be modified or access rescinded at any time.

Active Proxies

Name	Proxy Access	Relationship	Effective Date	
Doris Rice	Student Finance, Financial Aid, General	Parent	5/7/2020	
Brennan Robinson	Student Finance, Financial Aid	Sibling	5/27/2020	

Add a Proxy

You may create an account for any person you wish to provide the ability to request information in areas you identify on your behalf. This account will be granted at your discretion and can be modified or access rescinded at any time.

Select a Proxy

Please Select

- The below pop up will display once you select the pencil icon. From here you will choose one of the three options in the ACCESS section based on the adjustments you would like to make for the Proxy. If you are limiting access to certain items of a section (e.g. 'Financial Aid' section – 'My Awards' item only) you will need to select each item you are granting access to.
 - Edit Proxy's access
 - **Save**

Edit Proxy Details

Name Oleah Rice

Email Address [REDACTED]@gmail.com Relationship Sibling

Access

Allow Complete Access

Allow Select Access

Remove All Access

<p><input type="checkbox"/> Student Finance ⓘ</p> <p><input type="checkbox"/> Account Activity</p> <p><input type="checkbox"/> Account Summary</p>	<p><input type="checkbox"/> Financial Aid ⓘ</p> <p><input type="checkbox"/> Offer Letter</p> <p><input type="checkbox"/> Financial Aid Home</p> <p><input type="checkbox"/> Correspondence Option</p> <p><input type="checkbox"/> Request a New Loan</p> <p><input type="checkbox"/> My Awards</p> <p><input type="checkbox"/> FA Outside Awards</p> <p><input type="checkbox"/> FA Required Documents</p> <p><input type="checkbox"/> Satisfactory Academic Progress</p> <p><input type="checkbox"/> College Financing Plan</p>
<p><input checked="" type="checkbox"/> General ⓘ</p> <p><input checked="" type="checkbox"/> Notifications</p>	<p><input checked="" type="checkbox"/> Academics ⓘ</p> <p><input checked="" type="checkbox"/> Grades</p>

*****IMPORTANT REGARDING TOUCHNET ACCESS*****

STUDENT FINANCE - In order, for your FERPA Proxy to view your student billing information online, please visit Touchnet at <https://www.mville.edu/myaccount> using your Manhattanville credentials. Once there, select AUTHORIZED USER and follow the prompts to provide access to your Touchnet account. You will use the same email address used in ServiceHub FERPA Proxy for your Touchnet Authorized User.

** For support with Touchnet Authorized User, please contact Mville Student Finance (studentaccounts@mville.edu) or Touchnet.*