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.
• After inputting the proxy information, students will need to select what areas of their Manhattanville student account the *proxy* will be granted access to.
  o 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.
  o 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).

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

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

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
***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](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.*