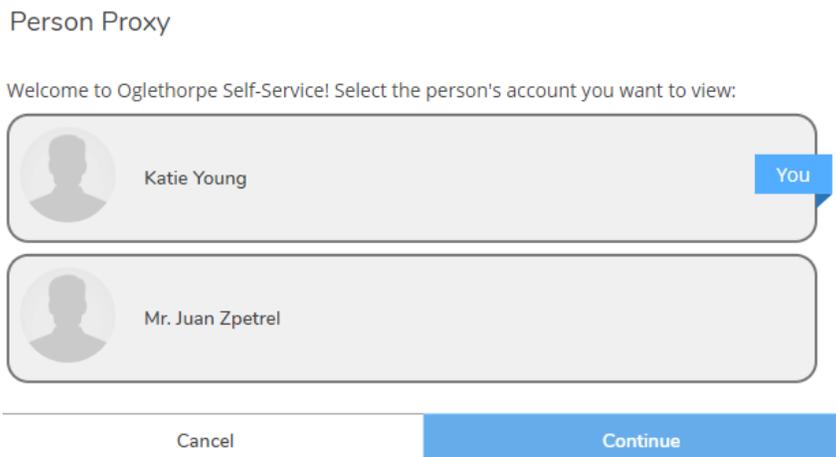


Proxy Access – How to access your student’s information

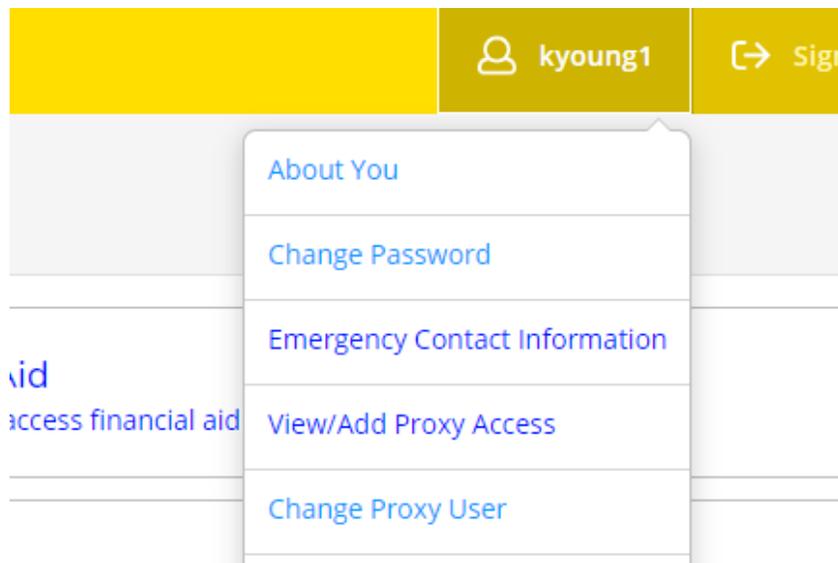
These instructions are intended for the parent and/or proxy user and assume that the appropriate access has been set up by the student.

Selecting an account to view:

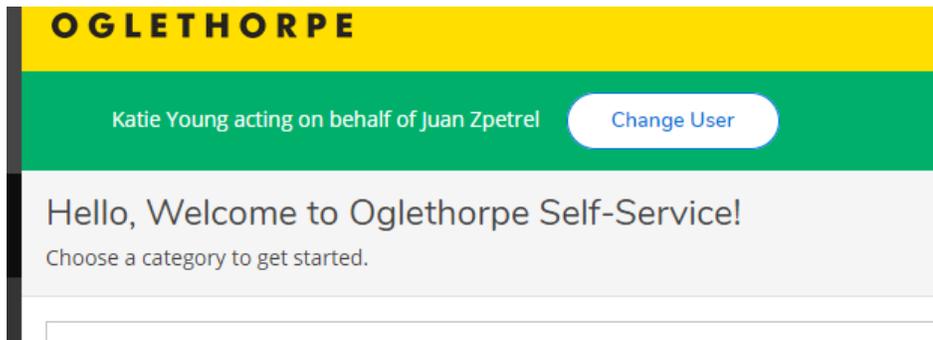
Log into Oasis self-service (<https://sserv.oglethorpe.edu:8174/Student/>). You should be prompted to choose an account to view, if so select your student’s name and click continue.



If you are not prompted, click on your username and/or the head icon in the upper right corner. Select the Change Proxy User Option from the drop down menu. Select the student whose account you wish to view from the list that appears and click continue.

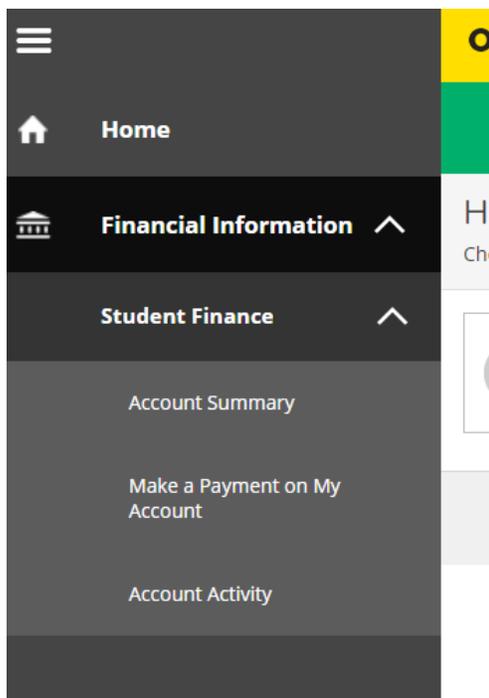


You should then see a notification at the top of the page indicating that the account you are viewing.

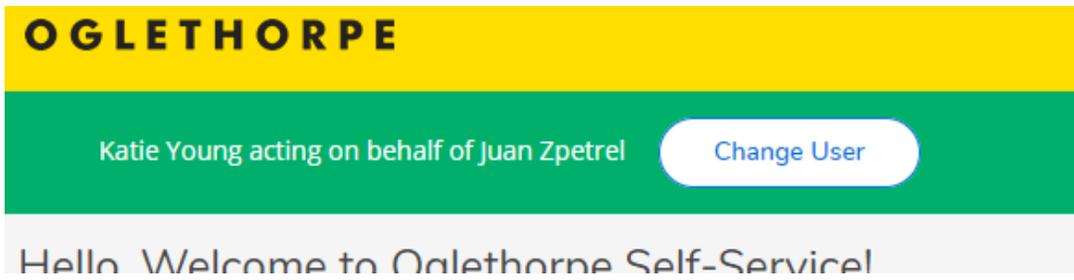


Finding your student's information:

Depending what pages your student granted you access to, you may or may not see links to those pages on the home page. You can find all the pages you were granted access to in the navigation menu on the left side of the page. The example below shows a proxy that was granted access to the student's financial information only.



To view a different proxy account or view your own account again, you can click the Change User button at the top of the screen in the green bar.



Contact Us:

Additional questions about proxy access can be answered by the IT Services Help Desk at helpdesk@Oglethorpe.edu.