

How do I setup a Proxy user to access my bill or financial aid?

Proxy User Setup

Students may grant access to online bills, financial aid information and the payment page through the Spalding self-service pages on the portal. This access is referred to as Proxy Access and the person granted access as a Proxy User. Students may grant and revoke access at any time.

How to Grant/Revoke Access

Students may visit <https://selfservice.spalding.edu/Student/PersonProxy> or go to the portal and click the icon for Proxy Access in the Quicklinks. On the View/Add Proxy Access page, active proxies will be listed or students may click the drop down next to Select a Proxy and then Add a Proxy to add one.

View/Add Proxy Access

i Students may grant access to a parent, guardian, sponsor or other person to financial aid and billing information. This is called proxy access. This access can be revoked at any time. Once completing this process a username and password will be sent to the proxy user. Please discuss this access with your proxy.

Active Proxies

i You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.

Add a Proxy

i Students may grant access to a parent, guardian, sponsor or other person to financial aid and billing information. This is called proxy access. This access can be revoked at any time. Once completing this process a username and password will be sent to the proxy user. Please discuss this access with your proxy.

Select a Proxy

When adding a proxy user, students can select what information is available for access. You will also need an email address for the person. The proxy user will receive two emails, one with a username and a password to login. Proxy users can access the Billing and Financial Aid site by going to this link - <https://selfservice.spalding.edu/student/>.