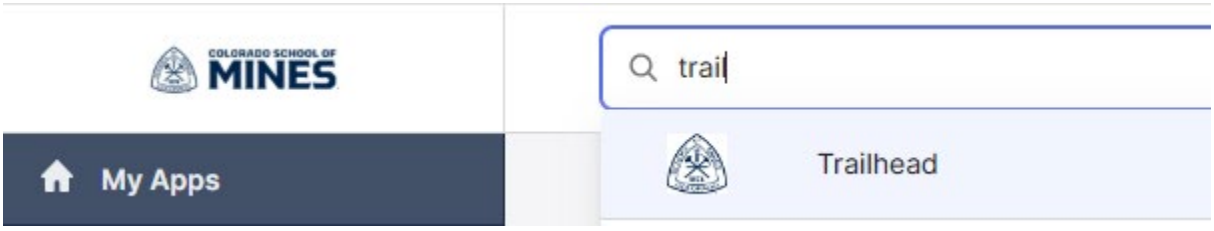
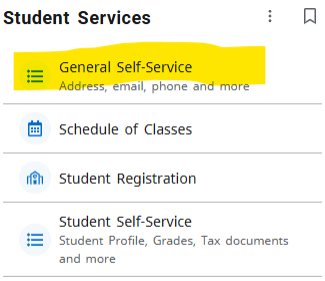
Student Users: Instructions for Setting up a Proxy User

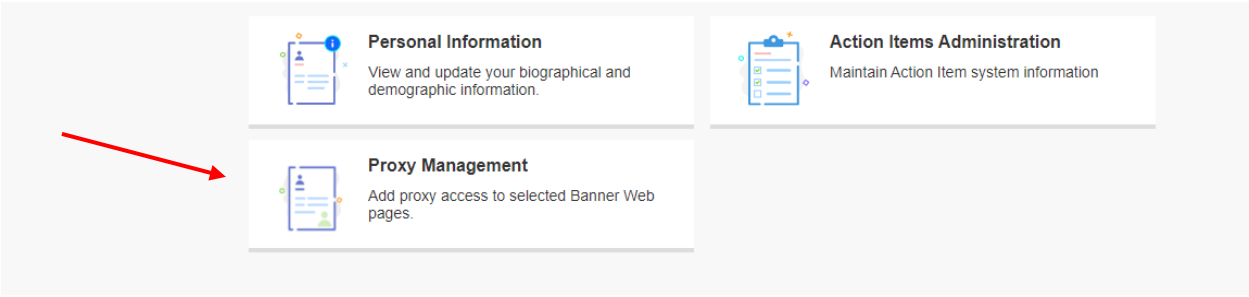
1. Log into my.mines.edu with User Name and Password.
2. Search for Trailhead within the My Apps home page.



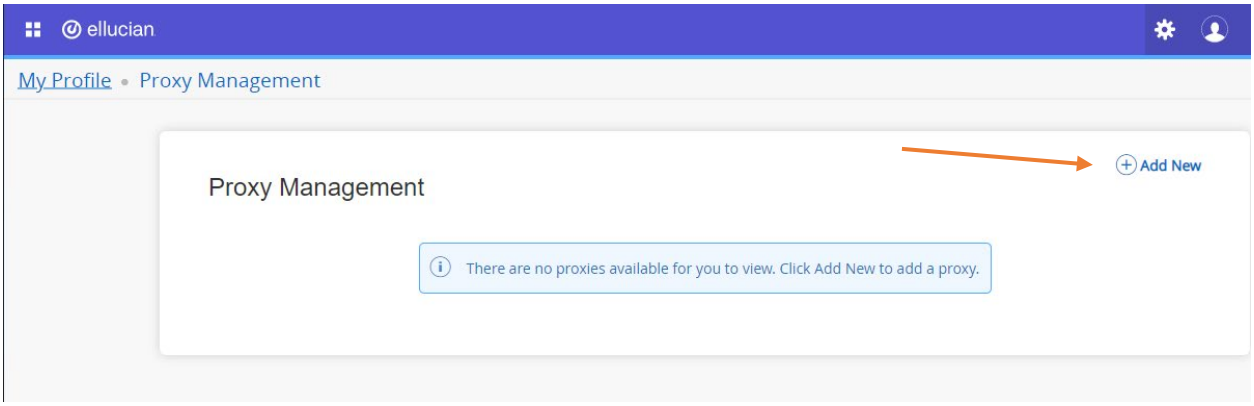
3. Find the Student Services card and select General Self-Service



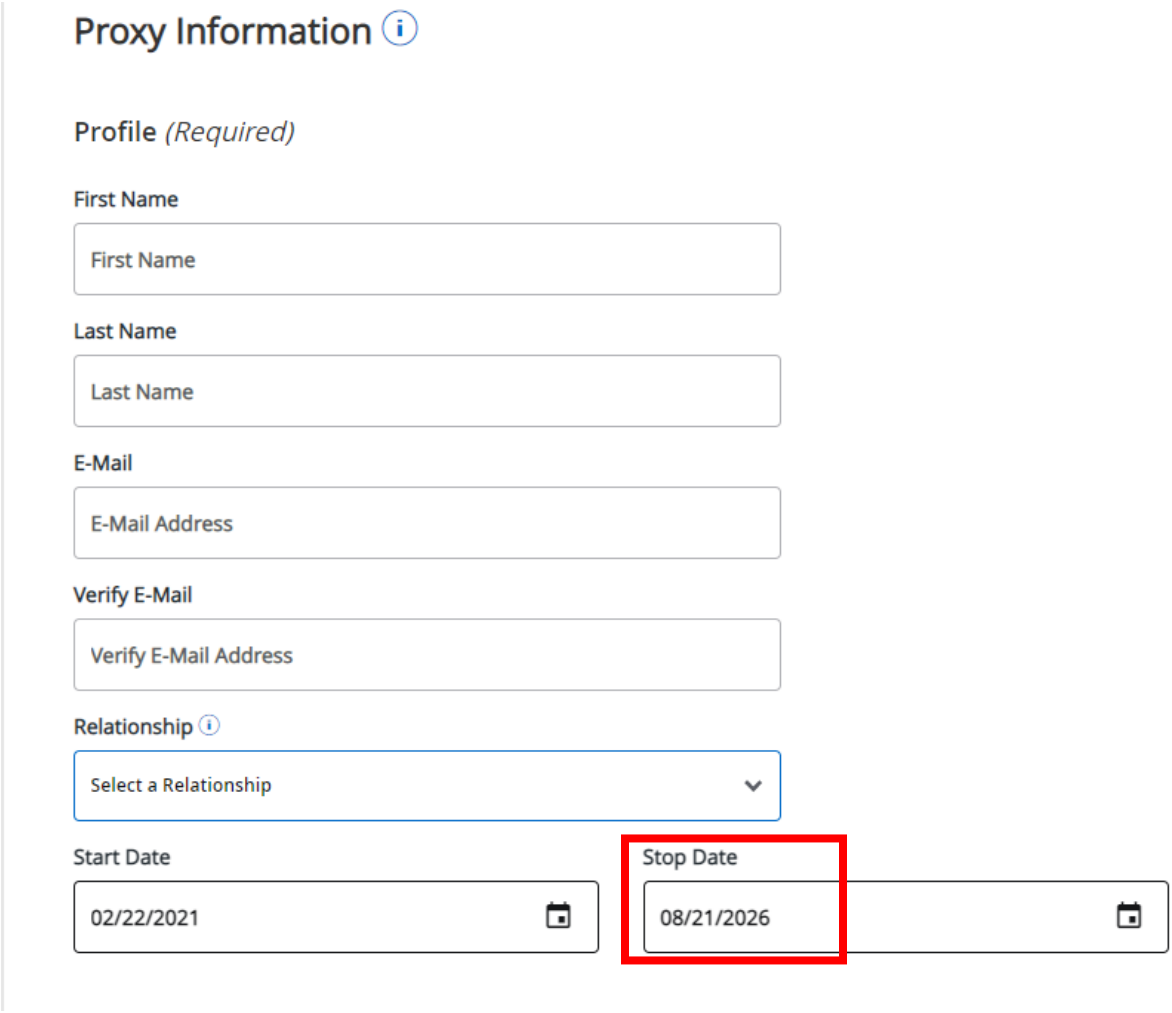
4. Select **Proxy Management**



5. Click on **Add New**.



6. Read the instructions and type in the required information including a valid email address for the proxy. This is not your email address. This email address will allow the proxy to receive communications necessary to finalize the setup of their account access. The stop date will default to 6 months. Enter the stop date you would like.



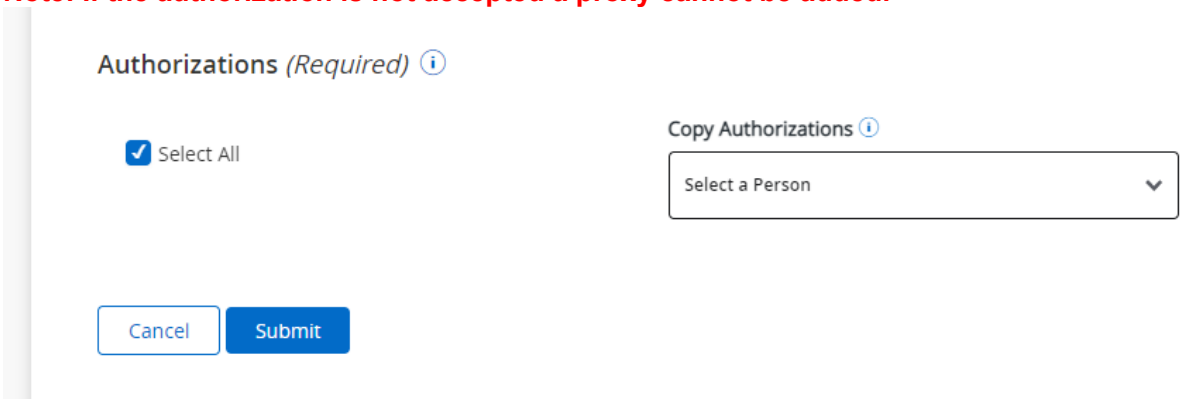
7. Read the **Authorization for Information Release and Online Account Access**. Access can be selected for all or individual links you want to provide to your proxy.

Authorizations *(Required)*

- [ ] Select All

- [ ] Account Summary
- [ ] Award Package
- [ ] Award History
- [ ] Student Detail Schedule
- [ ] Week at Glance
- [ ] Financial Aid Status
- [ ] Student Holds
- [ ] Student Grades
- [ ] Financial Aid Dashboard
- [ ] Financial Aid Award Offer
- [ ] Financial Aid Award History
- [ ] Financial Aid Resources
- [ ] Financial Aid Notifications
- [ ] Financial Aid Satisfactory Requirements
- [ ] College Financing Plan

8. Click the box to accept the Authorization.
   Note: If the authorization is not accepted a proxy cannot be added.



9. Click Submit to **add proxy**.
10. Notify your Proxy that the account has been created so they can complete the setup ASAP.