

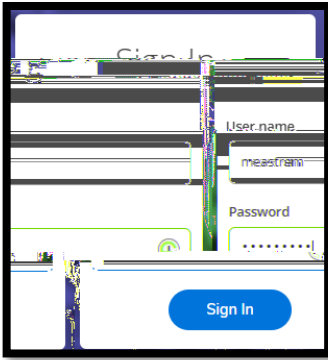
## Understanding Third-Party Access

Students have two options for granting a third-party access to their student record: Proxy and Student Record Release. Proxy permission(s) create a self-service account for the third party, which the third-party then can log into and view the student record (as if they are the student) based on the permission(s) the student has granted them. Student Record Release permissions give the third-party the ability to communicate with Aquinas College on behalf of the student (e.g., a phone call, email, or in-person). The instructions below outline how a third-party can access their student's record IF they have been granted permission(s).

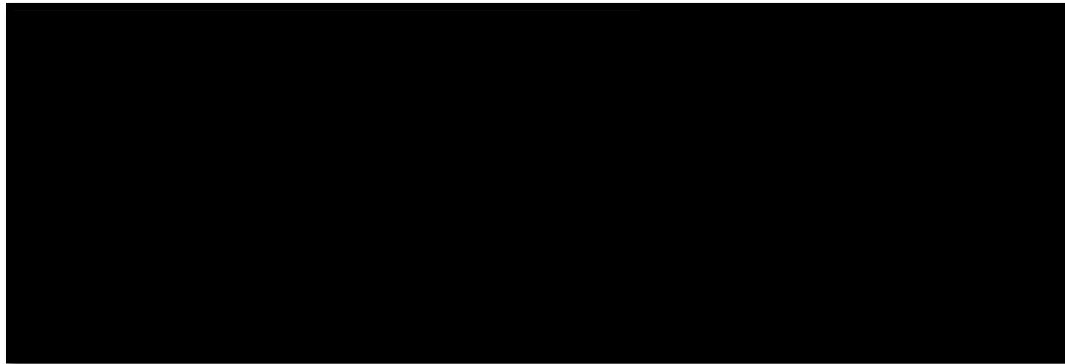
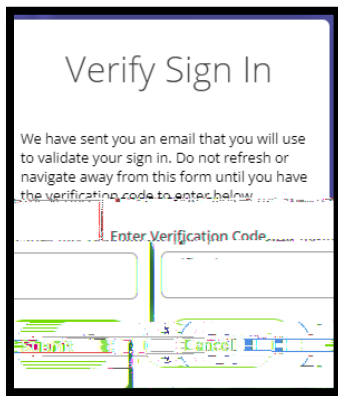
### How to Grant Third-Party Access

**\*\*Your student must first provide you with proxy access to their account before you can complete these steps. Proxy (third-party) permissions can be full, partial, or none. Students are NOT required to grant proxy (third-party) access, and students can add, remove, or edit the permissions granted to a proxy (third-party) at any time.\*\***

- 1) To access this service, visit: <https://selfservice.aquinas.edu/Student/Account/Login>
- 2) Log-in using (inA) and (password) provided to you. \* email A



- c. Retrieve the verification code sent to your email, enter the verification code in the 'Enter Verification Code' field, and click 'Submit'



- 3) Once logged in, you will see your name and your student's name. Click on your student's name and click 'Continue'

4) The options you see will vary depending on the permission/access your student granted.

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1. Your student will provide you with a PIN they created, which you will be required to provide when you make a request to access your student's record. Have this PIN memorized or readily available.
2. Call, email, or visit Aquinas College in person to inquire about your student's record. You will be required to verify your name and the PIN. If the student has granted you Student Record Release permission for the specific information you are requesting, the permission is active (the End Date has