



## Parent Proxy (optional)

As a student, you can give your parents or legal guardians access to your personal information, student account, records, 1098T and more. **Please remind your Proxy to check their email inbox soon after adding them. The PIN they receive will expire in five days.**

Note: If you are adding a proxy for the purposes of seeing billing information, the proxy must have access to your "Statement and Payment History" to view your Statement and receive Statement notifications and other associated emails.

To grant a Parent/Other direct access to your statement and account details, follow the below steps:

1. Log in to MyDenison - <https://my.denison.edu/>
2. Click "My Apps"
3. Click "Self-Service"
4. Click "Grant Access" near the bottom of the list
5. Click "Access Management"
6. Click "Add Person"
7. **Enter Proxy's first name, last name, and email address** and click "Add Person for Access"
8. Click "Expand" next to the Proxy's name
9. **Designate a relationship** (*The start and stop dates will populate automatically*)
10. **Enter a description** (*ex: Mom, Dad, Aunt, Sister*)
11. Click onto the "Authorization" tab and **select which records you want to share** with the Proxy

Note: Selecting the items listed below would be helpful to share with the Proxy and would enable our Student Accounts Office to more easily assist proxies with questions.

- Student Services-Account
  - Statement and Payment History
  - View Holds
  - Tax Notification

12. Click "E-mail Authorizations" on the right
13. Click "Collapse"
14. Add another Person for Access or Exit.
15. **Notify the person whom you have selected as a proxy to check their email inbox for an email from [proxyadmin@denison.edu](mailto:proxyadmin@denison.edu). The PIN expires five days from when it was sent to them.**

The logo for Denison University, featuring the word "DENISON" in white, serif, all-caps font centered within a solid red rectangular background.

# DENISON

For questions related to Parent Proxy or Student Accounts, please reach out to student accounts by phone at (740) 587-6274 or by email at [studentaccounts@denison.edu](mailto:studentaccounts@denison.edu).