



REMOVING PROXY ACCESS OR UPDATING THE LENGTH OF TIME FOR WHICH A PROXY HAS ACCESS

Students have the ability to update the length of access or remove access for a proxy at any time. Students have three options, with a detailed section for each further below:

- Adjusting the Stop Date to Extend or Shorten Access
- Removing Proxy Access (without an email notification)
- Removing Proxy Access (with an email notification)

Adjusting the Stop Date to Extend or Shorten Access

1. On the Proxy Management page, click on the *edit* icon underneath the corresponding proxy.



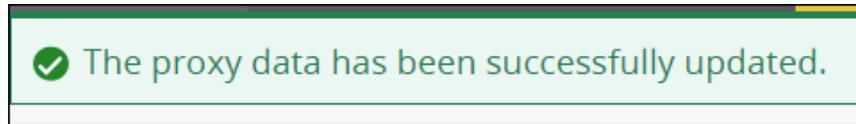
2. Under the Proxy Information tab, you may change the currently displayed Stop Date to a later or earlier date by clicking on the calendar icon. The proxy will have access until midnight of the selected Stop Date.

Start Date	Stop Date
06/10/2022 	06/10/2023 

3. Once you have selected a new Stop Date, click **Submit** at the bottom of the page.

<input type="button" value="Cancel"/> <input type="button" value="Submit"/>

4. You will be returned to the Proxy Management page and will receive a message in the upper right-hand corner confirming the update.



Removing Proxy Access (without an email notification)

1. On the Proxy Management page, click on the *edit* icon underneath the corresponding proxy.



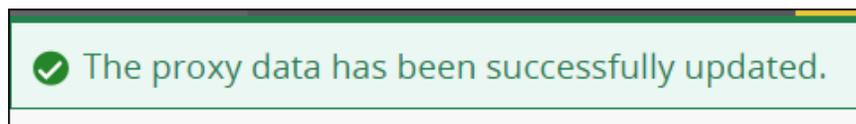
2. Under the Proxy Information tab, click on the calendar icon to change the **Stop Date** to the day before today's date. For example, if on 06/23/2022 you are attempting to remove access, change the currently displayed Stop Date to 06/22/2022. **Note:** The Stop Date cannot be a date that occurred before the Start Date when you first set up access for this proxy.

Start Date	Stop Date
06/10/2022 	06/10/2023 

3. Click **Submit** at the bottom of the page.



4. You will be returned to the Proxy Management page and will receive a message in the upper right-hand corner confirming the update. The proxy will no longer have access to your record. **The proxy will not receive an email notification that access has been removed.**

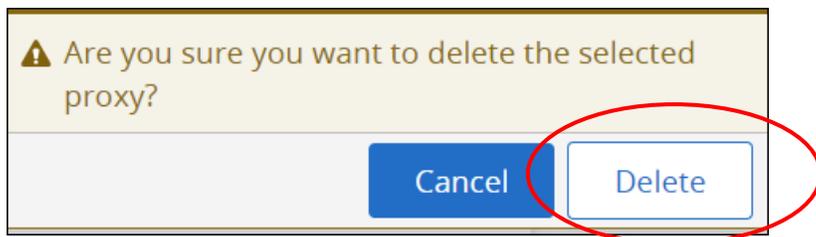


Removing Proxy Access (with an email notification)

1. On the Proxy Management page, click on the *delete* icon underneath the corresponding proxy.



2. You will receive a confirmation message in the upper right-hand corner. Click **Delete** if you wish to proceed.



3. Upon clicking Delete, the proxy will no longer have access to your record. Both the student and proxy will receive a confirmation email that access has been removed.