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.

3. Once you have selected a new Stop Date, 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.

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.

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.**

![The proxy data has been successfully updated.](image)

**Removing Proxy Access (with an email notification)**

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

![Delete icon](image)

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

![Confirmation message](image)

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.