



Office of the Registrar

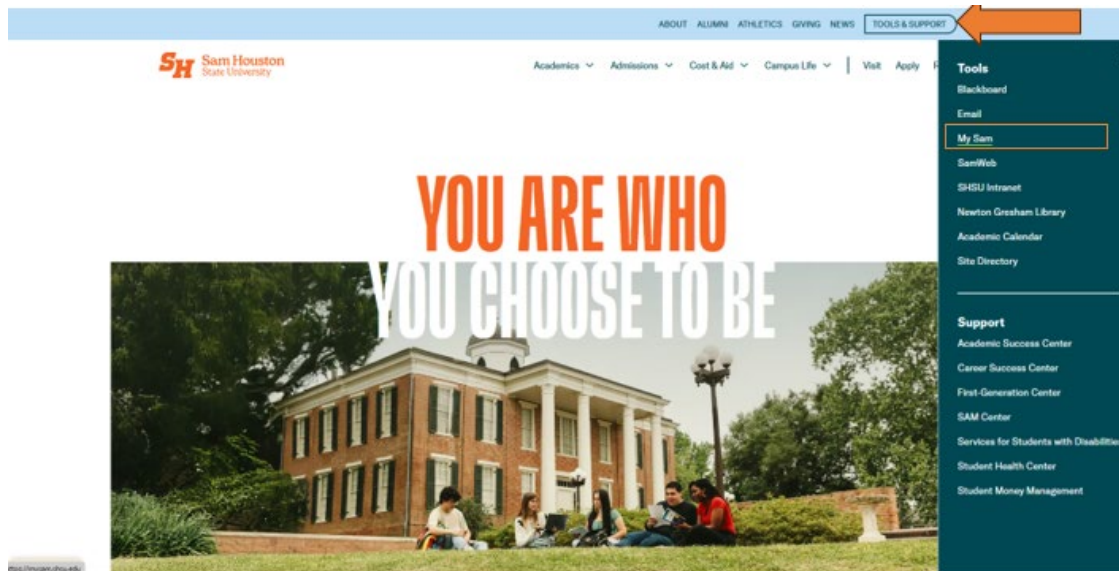
PROXY PORTAL – How-To Guide for Students

Proxy Portal allows Sam Houston State University students to grant parents, guardians, coaches, or potential employers access to specific parts of their records online, pertaining to financial aid and/or registration.

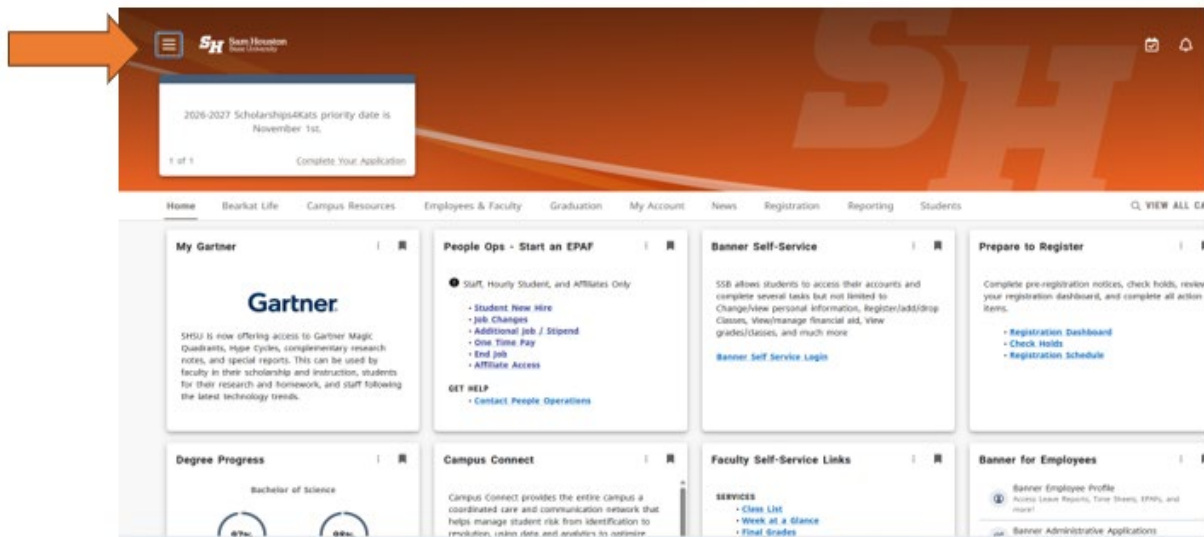
By setting up Proxy Portal access, the student is granting the designated person access to view this information online at their convenience. Access can be updated or revoked at the discretion of the student.

Adding a Proxy:

1. To begin, go to the Sam Houston State University homepage at www.shsu.edu.
2. At the top of the screen, click the “Tools & Support” button and then select “My Sam.”



3. In My Sam, click the top left hand three lines, and click “My Account.”





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4. Under the “Parent & Guardian Access” card, click “Proxy Portal Login”, and click “Add New.”



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Proxy Management

[+ Add New](#)

There are no proxies available for you to view. Click [Add New](#) to add a proxy.

5. Enter required information for your proxy and the dates you would like them to have access to your information.

Proxy Information

Profile (Required)

First Name

Last Name

E-Mail

Verify E-Mail

Relationship

Start Date

Stop Date

Additional Information

Description

Authorizations (Required)

☐ Select All

Copy Authorizations



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6. Check each box next to the information you would like your proxy to have access to view.
 - a. Pages available will depend on what relationship you select for your proxy.
 - b. Click Submit

Authorizations (Required) ⓘ

☐ Select All

- ☐ Award Package
- ☐ Award History
- ☐ Student Detail Schedule
- ☐ Week at Glance
- ☐ Financial Aid Status
- ☐ Student Holds
- ☐ Student Profile
- ☐ Student Grades

Copy Authorizations ⓘ

Select a Person

Cancel

Submit

Your Proxy will now receive three different emails:

- a. One email will be titled Sam Houston Proxy Confirmation Token and have a code to use in the one-time use link from the Confirm New Sam Houston Proxy Identity email.
- b. One email will be titled Confirm New Sam Houston Proxy Identity and will have a one-time link to be used with the code from the Sam Houston Proxy Confirmation Token email.
- c. One email will be titled Sam Houston Proxy Relationship Updated and will state what type of proxy you have been granted as well as the permanent link to access the students' information after setting up your account. It is recommended that you save this link for future use.

NOTE: Some email hosts will deactivate the links necessary to set up an account and/or send the email to junk. If your proxy is unable to find the email that was sent if the link does not work, enter a different email address for your proxy.

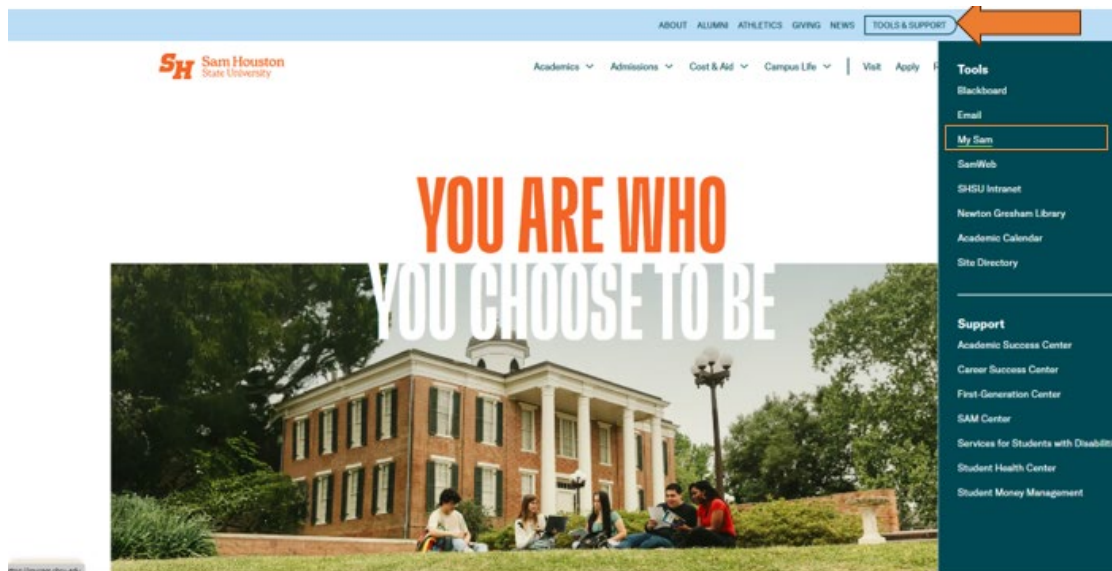


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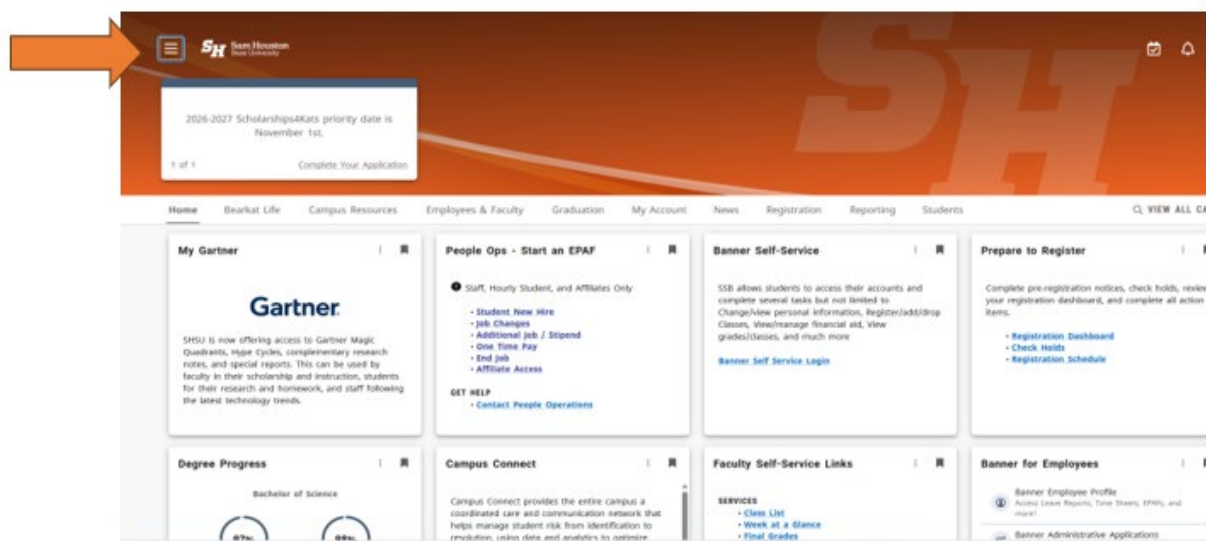
Updating Proxy Access:

NOTE: You can update your relationship, access expiration date, and pages available from this action. If you wish to remove a proxy, see the next set of instructions (Removing A Proxy).

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Home

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Bearkat Life

Campus Resources

Employees & Faculty

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Registration

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People Ops - Start an EAPF

Staff, Hourly Student, and Affiliates Only

- Student New Hire
- Job Changes
- Additional Job / Stipend
- One Time Pay
- End Job
- Affiliate Access

GET HELP

- Contact People Operations

Banner Self-Service

SSB allows students to access their accounts and complete several tasks but not limited to Change/view personal information, Register/add/drop Classes, View/manage financial aid, View grades/classes, and much more

[Banner Self Service Login](#)

Prepare to Register

Complete pre-registration notices, check holds, review your registration dashboard, and complete all action items.

- [Registration Dashboard](#)
- [Check Holds](#)
- [Registration Schedule](#)

Campus Connect

Campus Connect provides the entire campus a coordinated care and communication network that helps manage student risk from identification to resolution using data and analytics to optimize

Faculty Self-Service Links

SERVICES

- [Class List](#)
- [Week at a Glance](#)
- [Final Grades](#)

Banner for Employees

Banner Employee Profile

Access Leave Reports, Time Sheets, EPAFs, and more!

[Banner Administrative Applications](#)

4. Under the “Parent & Guardian Access” card, click “More about Proxies”, then click “Go to Proxy manager.”

Profile

Details My Account

Find cards

default help payment enrollment financial aid transcripts account balance card grades parent access password

Make a Payment

- Pay Online
- More Payment Options
- Payment Due Dates

Manage My Cost

PAYMENT PLANS

Payment plans are available for fall, spring and summer. Enrolling in a plan allows you to spread your cost over the course of the semester. Enroll early to take advantage of a low down payment.

- [Enroll in a Payment Plan](#)
- [More about Payment Plans](#)

BEARKAT PAYMENT EXTENSION LOAN

The Bearkat Payment Extension Loan (BPEL) defers payment on the Payment Plan for up to 90 days in the fall/spring and up to 30 days in the summer.

- [Apply for Loan](#)

View My Info

- Balance
- Statements
- 1098-T
- Grades
- Unofficial Transcript
- Schedule

Manage My Profile

ACCOUNT INFORMATION

- Password
- Email Address

CONTACT INFORMATION

- KatSafe Contact Info
- Off-Site Contact Info

Parent & Guardian Access

SHARE YOUR FINANCIAL INFO

Login to your Student Account Center to add and manage authorized individuals who can make payments and view your statements.

- [Student Account Center Login](#)

SHARE YOUR REGISTRATION AND/OR FINANCIAL AID INFO

Login to your Proxy Portal to add and manage authorized individuals who can access specific parts of your records online, pertaining to financial aid and/or registration.

- [Proxy Portal Login](#)
- [More About Proxies](#)**



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Proxy Portal

Grant parents, guardians, and others access to specific records

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Students:

[Go to Proxy Manager \(for Students\)](#)

[How-To Guide for Students](#)

Parents, Guardians, Coaches, or Potential Employers:

[Go to Proxy Login](#)

[How-To Guide for Proxies](#)

5. Go to the Proxy management tab.



6. Select the pencil icon on the proxy you wish to edit

Proxy Management





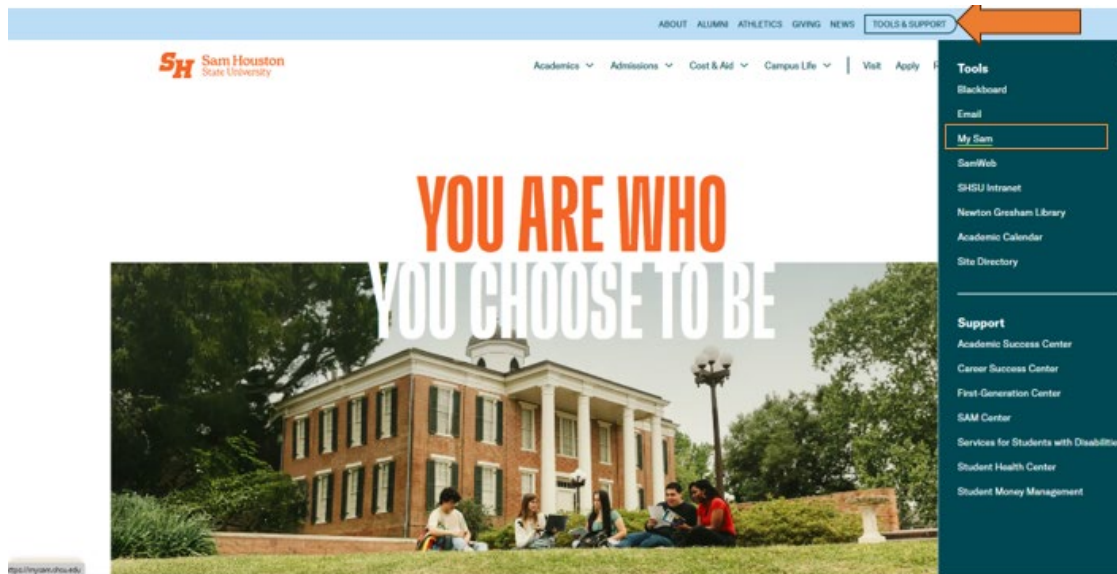
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7. Once all changes have been made select submit.

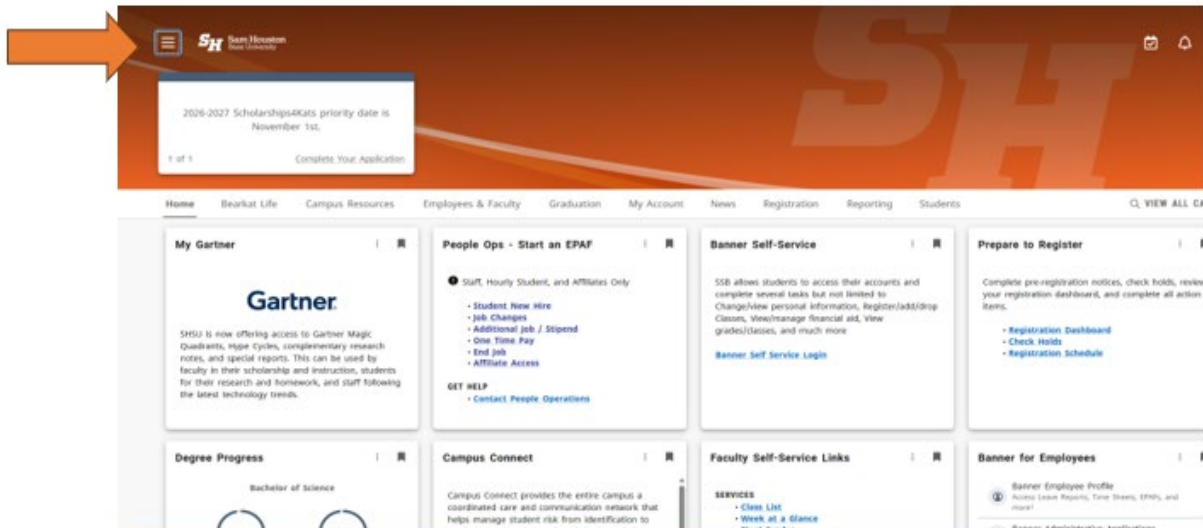
Removing a Proxy:

NOTE: If you want a proxy's access to expire on its own, you can change the date their access is set to expire by using the previous instructions (Updating Proxy Access).

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Sam Houston State University

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Financial Aid

- Submit Outside Scholarships
- Unsatisfied Requirements
- Submit Documents
- How-To Guides
- Appointments
- FAQs

Request My Info

- Enrollment Verifications
- Official Transcripts

Manage Bearkat OneCard

- Request a Card
- FAQs
- Report Card Lost/Stolen

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Release of Directory Info

Need Help? (Account Services)



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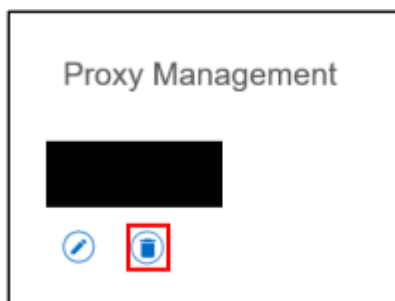
[Go to Proxy Login](#)

[How-To Guide for Proxies](#)

5. Go to the Proxy management tab.



6. Select the trash can icon associated with the proxy you want to delete.





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7. Select delete.

⚠ Are you sure you want to delete the selected proxy?

Cancel

Delete