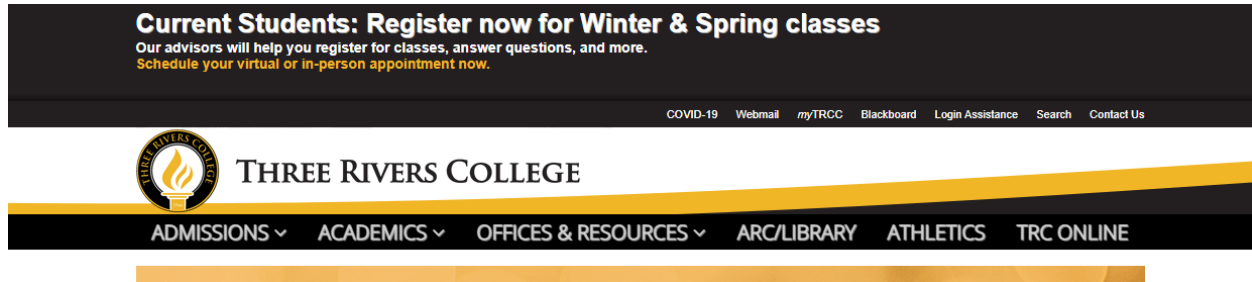


## Step by Step Instructions to Allow Proxy Access

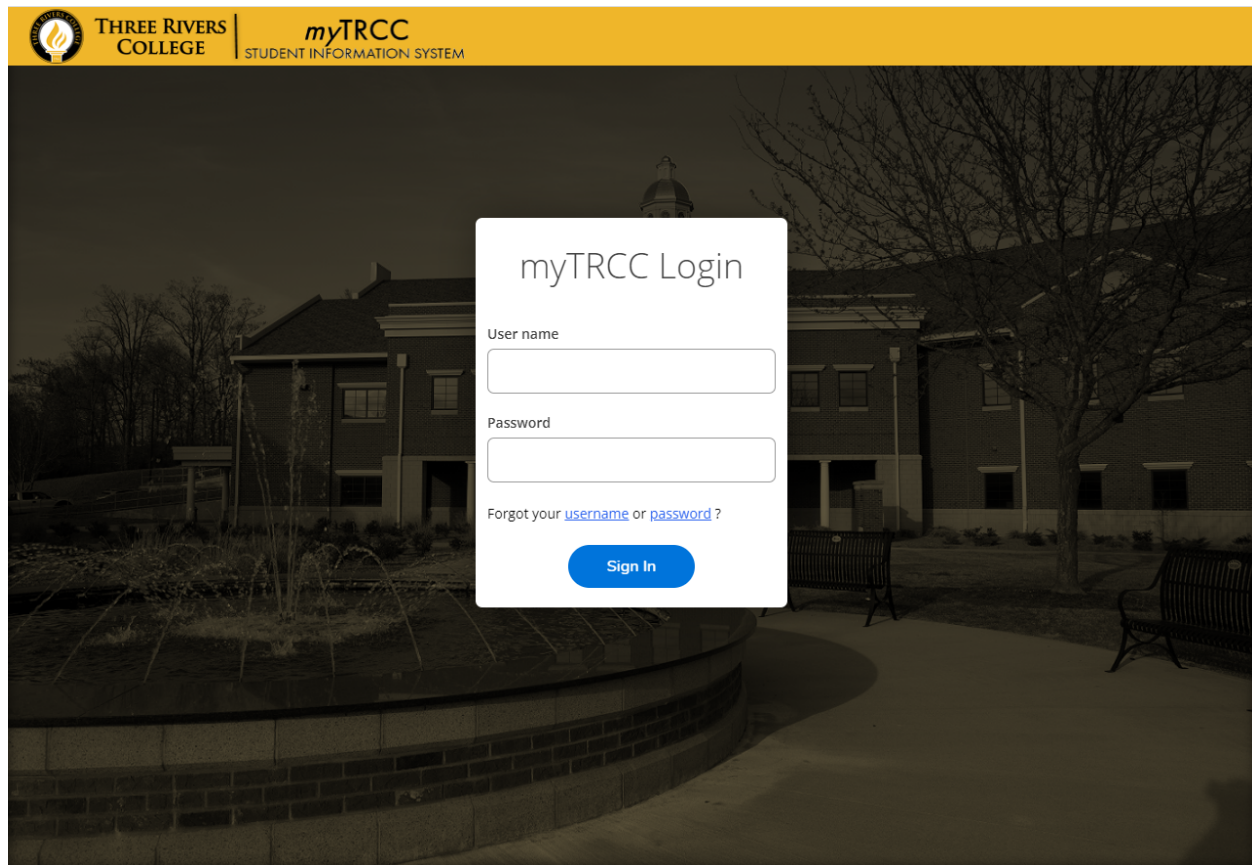
It is often the student's wish that information be released to parents or other designated officials who may seek information from Three Rivers College. All students are provided with an opportunity to submit proxy access via their myTRCC account to designated individuals to whom information may be released. Proxy access will remain active until the student removes or changes the access.

1. Go to [www.trcc.edu](http://www.trcc.edu) and click myTRCC from top navigation.



2. Log into your myTRCC

For reference your username is the first initial of your first name and your entire last name followed by the last 4 digits of your Three Rivers Student Id. If you need to reset your password, you may do so here but you must be able to access your student email. If you are unable to access your student email account, please contact the Welcome Center 573-840-9605.



3. Select "User Options" from the menu options on the left side.

The screenshot shows the myTRCC Self-Service dashboard. On the left is a dark navigation menu with icons for Home, Academics, Financial Information, and a user profile icon. The main content area has a header with a welcome message and a 'Choose a category to get started.' prompt. Below the header is a 'Notifications' section with a table containing one notification: 'Returning Student' with the detail 'Student needs to complete returning student form.' Below the notifications are several service tiles, each with an icon and a brief description: Student Finance, Financial Aid, Tax Information, Banking Information, Student Planning, Search for Courses, Grades, and Apply for Graduation. An 'Academic Attendance' tile is partially visible at the bottom.

4. Under User Options click "View/Add Proxy Access."

This screenshot shows the expanded 'User Options' menu. The menu items are: Home, Financial Information (with a dropdown arrow), Employment (with a dropdown arrow), Academics (with a dropdown arrow), Faculty/Staff Options (with a dropdown arrow), User Options (highlighted in yellow with an upward arrow), User Profile, Emergency Information, View/Add Proxy Access (indicated by a blue arrow), Required Documents, and Required Agreements.

5. **Click the dropdown arrow under “Select Proxy” and click “Add Another User.”**  
Please note that proxy access will remain active until student removes or changes the access.

View/Add Proxy Access



Proxy access will remain active until student removes or changes access.

### Active Proxies



You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.

### Add a Proxy



If you receive an error when adding a proxy, go back to User Options and then click View/Add Proxy Access.

Select a Proxy

Please Select

6. **Fill in the following information.** Fields with an asterisk (\*) are required.

Select a Proxy

Add Another User

First Name \*

First Name

Middle Name \*

Middle Name

Last Name \*

Last Name

Former Last Name

Former Last Name

Email Address \*

Email Address

Confirm Email Address \*

Email Address

Phone \*

Phone

Phone Type \*

Please Select

Birth Date \*

MM/DD/YYYY



Gender \*

Please Select

SSN \*

Confirm SSN \*

Relationship \*

Please Select

**7. You will now select the information you wish for your proxy to access.**

If you select "Allow Complete Access" then this step is complete, and all boxes are marked. If you chose "Allow Select Access" you will have to select the type of information you wish to be given to your proxy.

Access \*

Allow Complete Access

Allow Select Access

<input type="checkbox"/> <b>Student Finance</b> ⓘ <input type="checkbox"/> Account Activity <input type="checkbox"/> Account Summary <input type="checkbox"/> Make a Payment	<input type="checkbox"/> <b>Financial Aid</b> ⓘ <input type="checkbox"/> Offer Letter <input type="checkbox"/> Financial Aid Home <input type="checkbox"/> Correspondence Option <input type="checkbox"/> My Awards <input type="checkbox"/> FA Required Documents <input type="checkbox"/> Satisfactory Academic Progress <input type="checkbox"/> College Financing Plan
<input type="checkbox"/> <b>General</b> ⓘ <input type="checkbox"/> Notifications <input type="checkbox"/> Required Documents	<input type="checkbox"/> <b>Academics</b> ⓘ <input type="checkbox"/> Grades
<input type="checkbox"/> <b>Tax Information</b> ⓘ <input type="checkbox"/> Tax Information	

**8. Read the Disclosure Agreement and click the authorization box to allow access for your proxy and then click submit.**

### Disclosure Agreement

In compliance with the Family Educational Rights and Privacy Act (FERPA) and Three Rivers College policy, the college is prohibited from providing certain information from your student records to a third party. This restriction applies to but is not limited to your parents, your spouse, or a sponsor. For more information about your rights under FERPA, please [click here](#).

By clicking the box below, you authorize Three Rivers to disclose the information specified to your selected third party.

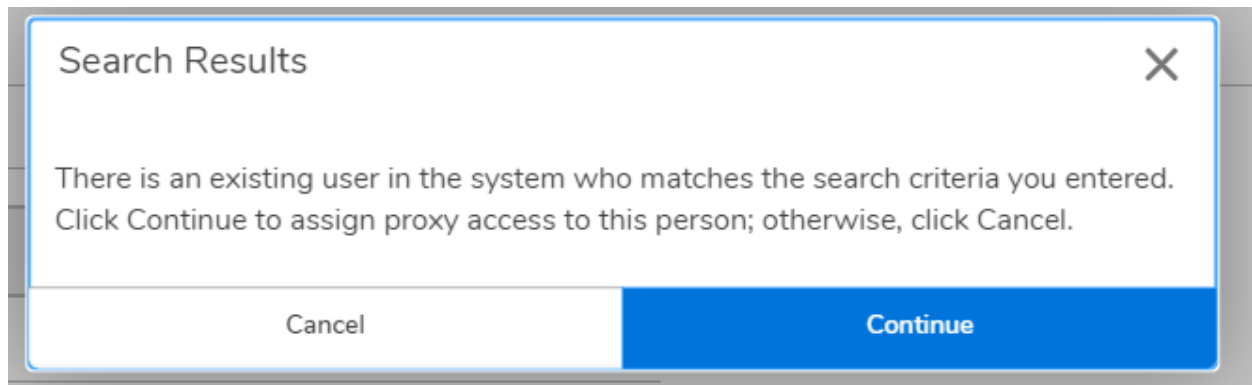
I authorize the institution to disclose my information to this party

**9. You will be asked to reenter your password to continue and click submit.**

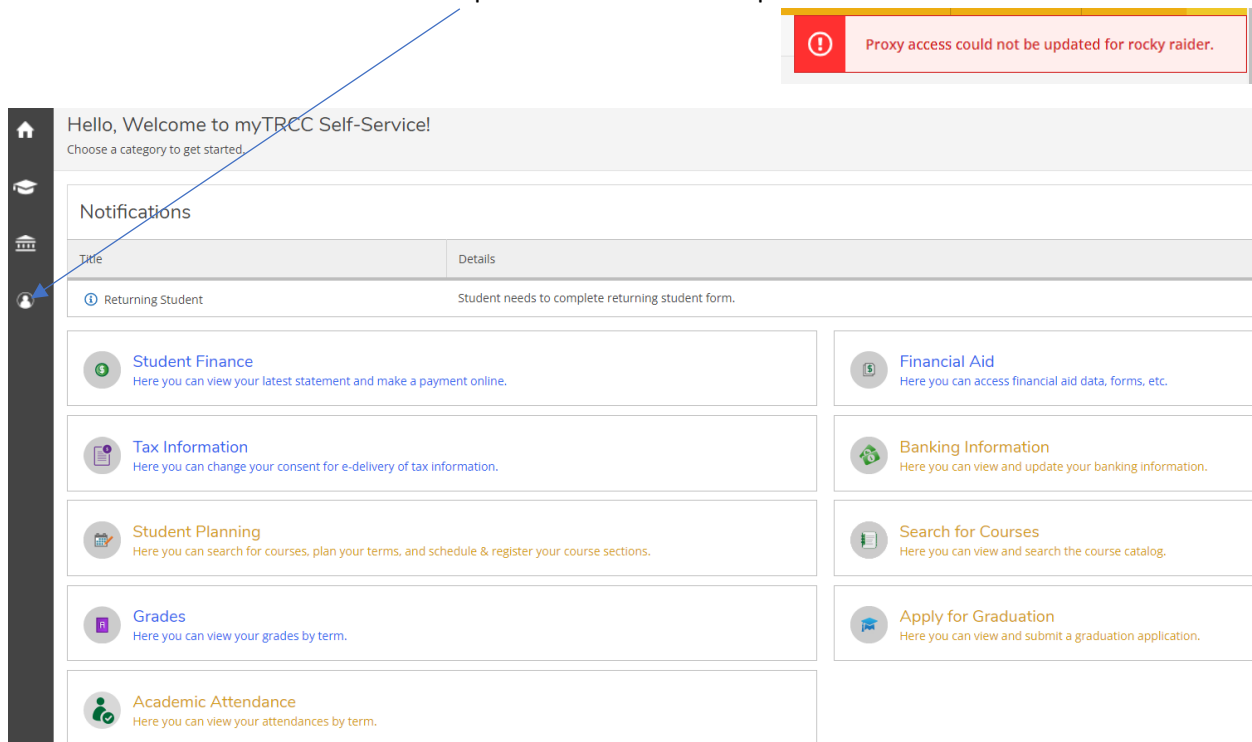
Password Verification

Please reenter your password to continue:

10. You will receive Search Results which will tell you either there is an existing user in the system who matches the search criteria you entered, an existing user in the system who possibly matches, or there is not an existing user in the system and a new user will be created. **Click continue to allow access to your proxy.**

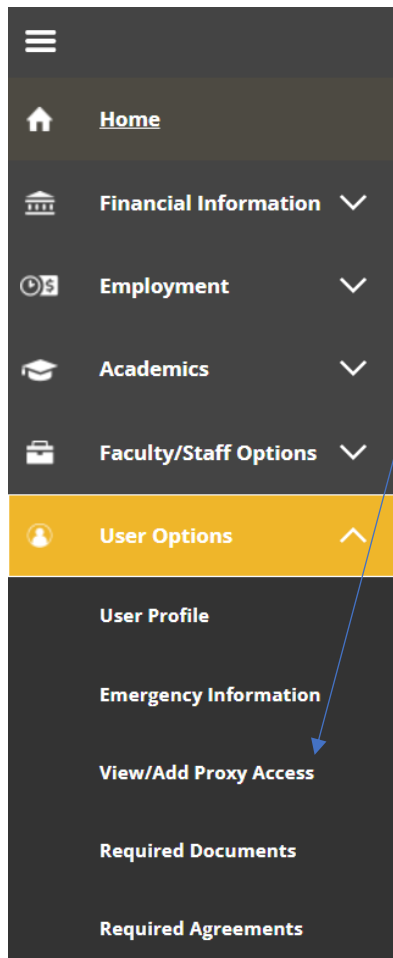


11. If you receive a red message that says "Proxy Access Could Not Be Updated" for your user, you will need to click on the User Options from the menu options on the left side.



The screenshot shows the myTRCC Self-Service interface. At the top right, a red notification banner reads: "Proxy access could not be updated for rocky raider." Below this, the main content area is titled "Hello, Welcome to myTRCC Self-Service!" and "Choose a category to get started." A "Notifications" section contains a table with one entry: "Returning Student" with details "Student needs to complete returning student form." Below the notifications are several service tiles: "Student Finance", "Tax Information", "Student Planning", "Grades", "Academic Attendance", "Financial Aid", "Banking Information", "Search for Courses", and "Apply for Graduation". On the left side, there is a vertical navigation menu with icons for home, education, and user options. A blue arrow points from the text in step 11 to the user options icon in the menu.

12. Under User Options click “View/Add Proxy Access.”



13. In the dropdown arrow box under “Select a Proxy,” your proxy user will appear. Choose your proxy user.

Add a Proxy

**i** If you receive an error when adding a proxy, go back to User Options and then click View/Add Proxy Access.

Select a Proxy

14. You will re-enter your proxy's email address and select their access.

Select a Proxy

Rocky T. R

Email Address \*

rockyraider@gmail.com

Confirm Email Address \*

rockyraider@gmail.com

15. Click Authorize and Submit and you will receive a green notification that proxy access has been given.

By clicking the box below, you authorize Three Rivers to disclose the information specified to your selected third party.

I authorize the institution to disclose my information to this party

Cancel Submit

Your proxy will receive an email that alerts them that they have been granted proxy access. If your proxy already has a myTRCC account but does not know their username and password, they may use the "Forgot your username or password" links to retrieve the information.

If your proxy is a new user to the system, they will separate receive emails with their new username and temporary password.

Technical assistance is available by calling the Welcome Center at 573-840-9605.

