



JACKSONVILLE UNIVERSITY

Giving Access to an Authorized User

1. Log in to [Self service](#) as student.
2. Click on “User Options” to expand the menu bar

The screenshot shows the Jacksonville University Self-Service portal. The browser address bar indicates the URL is <https://securewebju.edu/Student/>. The page header includes the Jacksonville University logo and navigation links for 'Sign out' and 'Help'. The main content area is titled 'Hello, Welcome to Colleague Self-Service!' and prompts the user to 'Choose a category to get started.' The page features six service tiles:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Grades**: Here you can view your grades by term.
- Student Finance Admin**: Here you can view the Student Finance information as a student would so you can help the student with any questions.
- Financial Aid Counseling**: Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.

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3. Select "View/Add Authorized User Access"

The screenshot shows a web browser window with the URL <https://secureweb.ju.edu/Student/>. The page header includes the Jacksonville University logo and the text "JACKSONVILLE UNIVERSITY". The navigation menu on the left has the following items: Home, Financial Information, Daily Work, User Options, and View/Add Authorized User Access. The "View/Add Authorized User Access" item is highlighted in green, and a red arrow points to it. The main content area displays a welcome message: "Hello, Welcome to Colleague Self-Service! Choose a category to get started." Below this, there are three categories: "Student Finance" (Here you can view your latest statement and make a payment online.), "Tax Information" (Here you can change your consent for e-delivery of tax information.), and "Student Finance Admin" (Here you can view the Student Finance information as a student would so you can help the student with any questions.). The footer of the page contains the text: "ellucian. © 2000-2017 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".



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- Then you can add a proxy by selecting an authorized user or adding a new authorized user.

Select an Authorized User

Please Select

Please Select

Add Another User

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Select an Authorized User

Add Another User

Prefix

Please Select

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Suffix

Please Select

Former First Name

Former First Name

Former Middle Name

Former Middle Name

Former Last Name

Former Last Name

Email Address *

Email Address

Confirm Email Address *

Email Address

Phone

Phone

Phone Extension

Phone Extension

Birth Date

M/d/yyyy

Gender

Please Select

SSN

SSN

Confirm SSN

SSN

Relationship *

Please Select

- Once you have entered their demographic information, you will need to select what information you would like to give them access to.

Access *

Allow Complete Access

Allow Select Access

Student Finance ⓘ Select All

Account Activity

Account Summary

Make a Payment

General ⓘ

Notifications



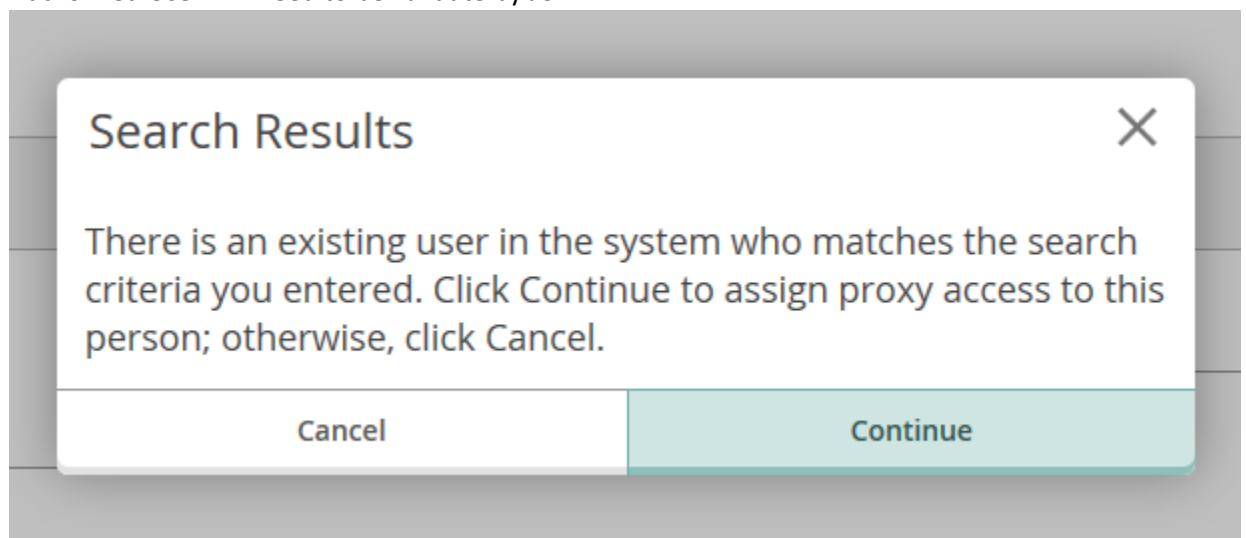
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6. Make sure you check the box under the disclosure agreement and submit.

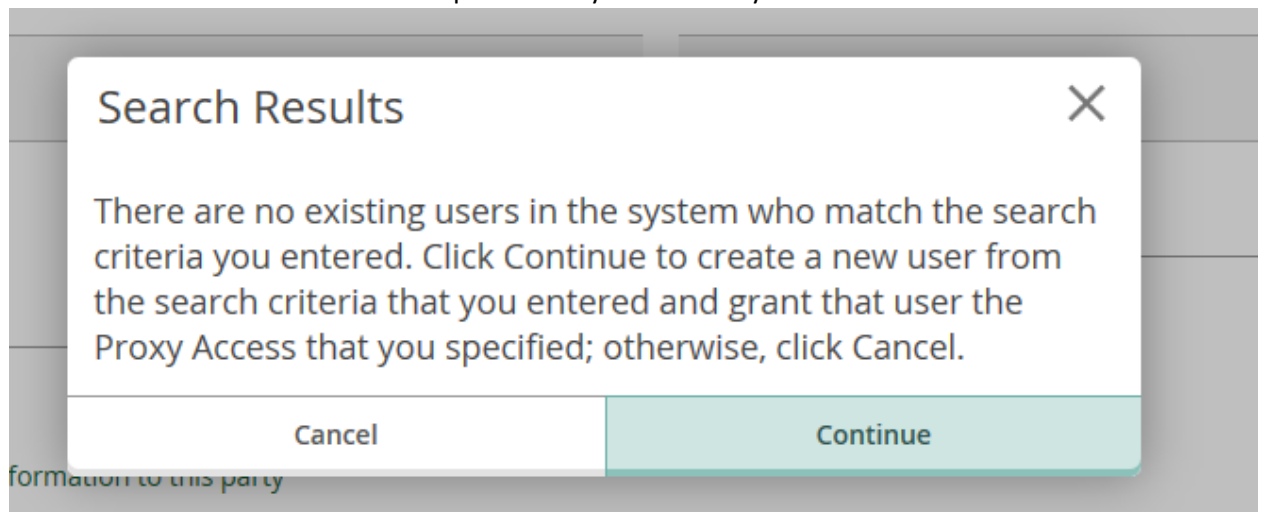
Disclosure Agreement

I authorize the institution to disclose my information to this party

7. After you submit the information, you will have to re-enter your password to confirm your request.
 - a. If you get an error message that says the user already exists then click “continue” and your Authorized User will need to be validate by JU.



- b. If you get a message that says no existing user then click “Continue” and your Authorized User will receive their username and password by email shortly.



8. Once you give an authorized user permission, they will receive two emails. The first email will include their username and the second email will include their temporary password.



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Updating/Removing Access:

1. Log in to [Self service](#) as student.
2. Click on “User Options” to expand the menu bar

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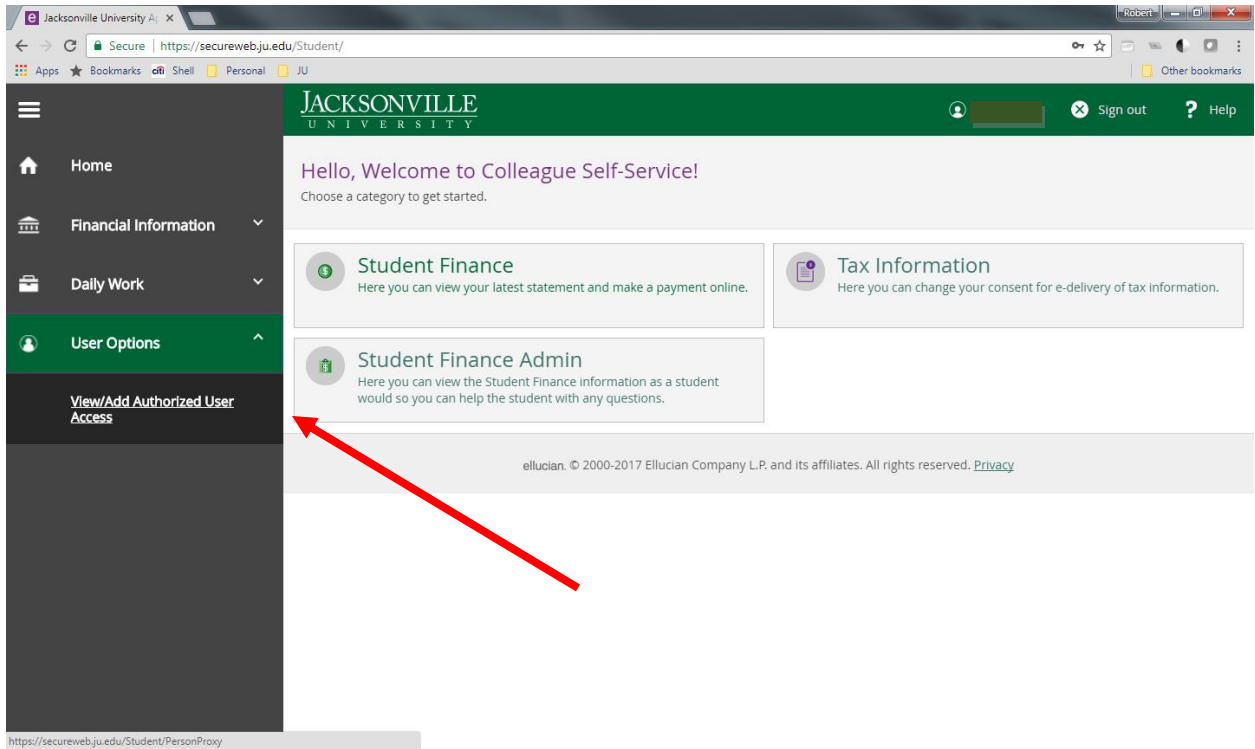
- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Grades**: Here you can view your grades by term.
- Student Finance Admin**: Here you can view the Student Finance information as a student would so you can help the student with any questions.
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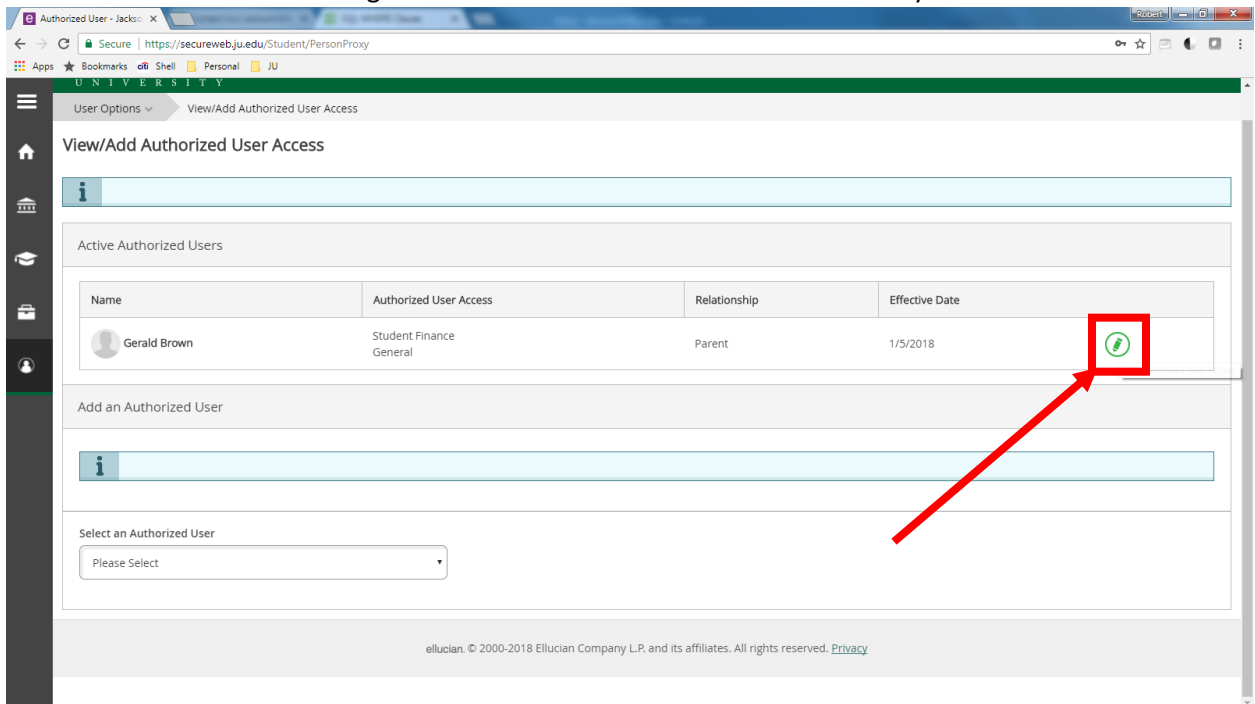


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3. Select "View/Add Authorized User Access"



4. Select the Pencil Icon on the right side of the Authorized User whose access you want to edit





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5. Update the permissions for the Authorized User

Edit Authorized User Details

Name |

Email Address | Relationship
Parent

Access

Allow Complete Access
 Allow Select Access
 Remove All Access

| | | | |
|--------------------------|--|------------------|-------------------------------------|
| Student Finance ⓘ | Select All <input checked="" type="checkbox"/> | General ⓘ | |
| Account Activity | <input checked="" type="checkbox"/> | Notifications | <input checked="" type="checkbox"/> |
| Account Summary | <input checked="" type="checkbox"/> | | |
| Make a Payment | <input checked="" type="checkbox"/> | | |

Cancel Save

6. Click "Save"