

## How to assign proxy to an individual in Colleague Self -Service

1. Log-in to Colleague SelfService at <https://rivu-ss.colleague.elluciancloud.com/Student>.
2. On the left-hand side, select the user options using the icon below:

3. Select View/Add Proxy access the menu below:

- 4.

- b. Email Address, one that is not shared with the student
- c. Phone Number, preferably a mobile phone
- d. Relationship

The other fields are optional. Below this information, you can either allow complete access or select access. Determine what you want to give the individual access.

6.