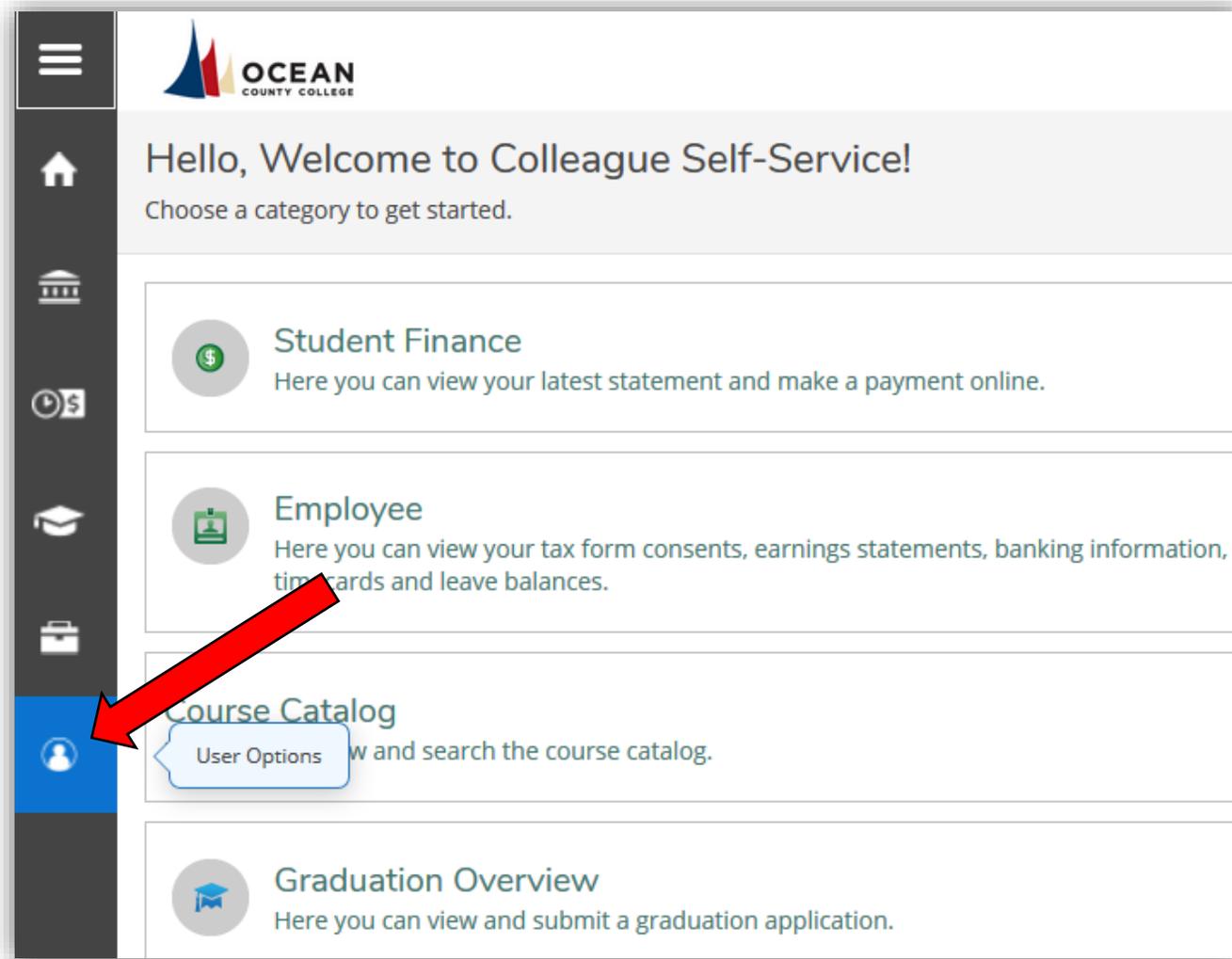


Step 1. Log into your **Ocean Connect** account and click on **Student Planning** or **Student Finance**.

Step 2.



Step 3.

OCEAN COUNTY COLLEGE

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Course Catalog**
Here you can view and search the course catalog.
- Graduation Overview**
Here you can view and submit a graduation application.
- Transcript Requests**
Here you can view and request a transcript.
- Advising**
Here you can access your advisors and provide guidance.

Navigation Menu:

- Home
- Financial Information
- Employment
- Academics
- Daily Work
- User Options**
- User Profile
- Emergency Information
- [View/Add Proxy Access](#)

URL: <https://studentview-01.ocean.edu:4811/Student/PersonProxy>

Step 4.

OCEAN COUNTY COLLEGE drobleski

[User Options](#) · [View/Add Proxy Access](#)

View/Add Proxy Access

View / Add text - test

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

Add Proxy text - test

Select a Proxy

Add Another User

Please Select

Add Another User

First Name * **Middle Name**

Last Name * **Suffix** **Former First Name**

Step 5. Enter the Information for the individual that you would like to have self service access.

The image shows a user registration form with a sidebar navigation menu on the left. The sidebar contains icons for Home, a building, a clock, a graduation cap, a briefcase, and a person. The form is titled "Add Another User" and includes an "Add a Proxy" button. The form fields are organized into a grid:

Prefix Mrs.	First Name * Jane	Middle Name Middle Name
Last Name * Doe	Suffix Please Select	Former First Name Former First Name
Former Middle Name Former Middle Name	Former Last Name Former Last Name	Email Address *
Confirm Email Address *	Email Type Please Select	Phone *
Phone Extension Phone Extension	Phone Type Please Select	Birth Date * 12/23/1948
Gender Please Select	SSN SSN	Confirm SSN SSN
Relationship * Guardian		

Step 6. Choose what type of information you would like them to be able to view: Complete access or Select Access

Guardian

Access *

Allow Complete Access

Allow Select Access

Add a Proxy

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

Guardian

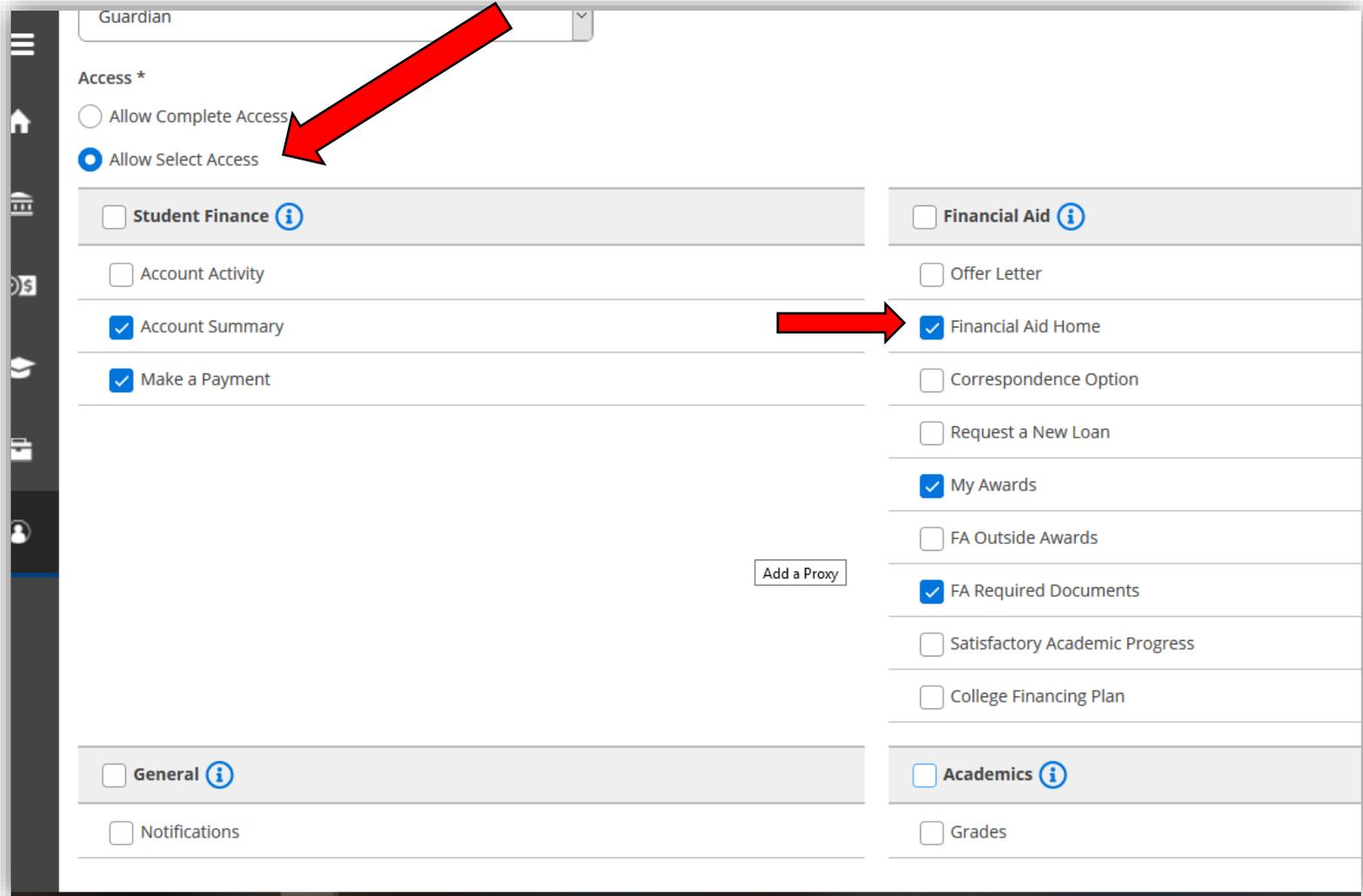
Access *

Allow Complete Access

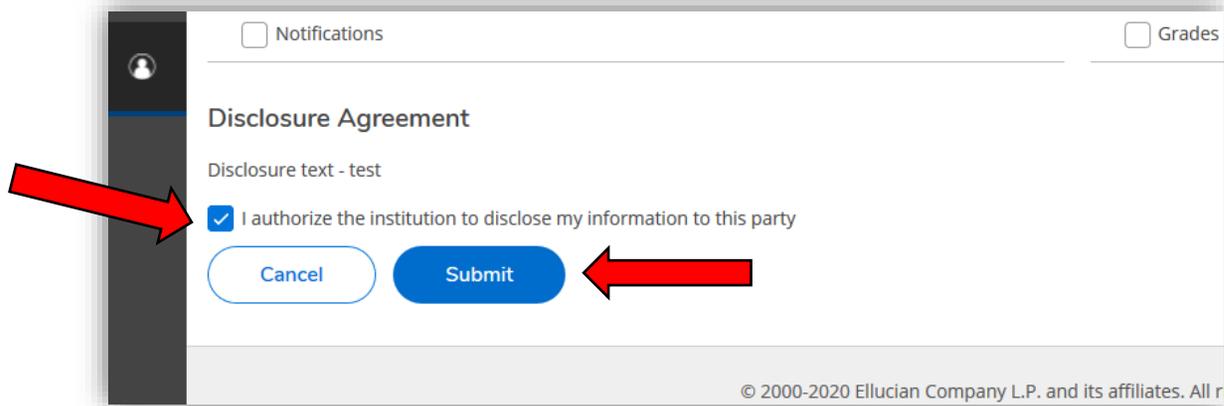
Allow Select Access

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

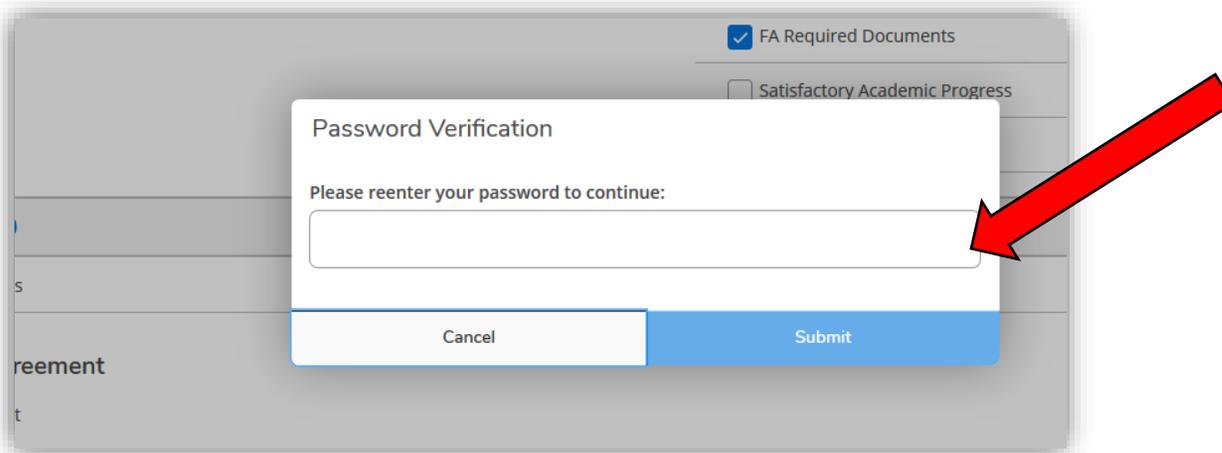
Add a Proxy



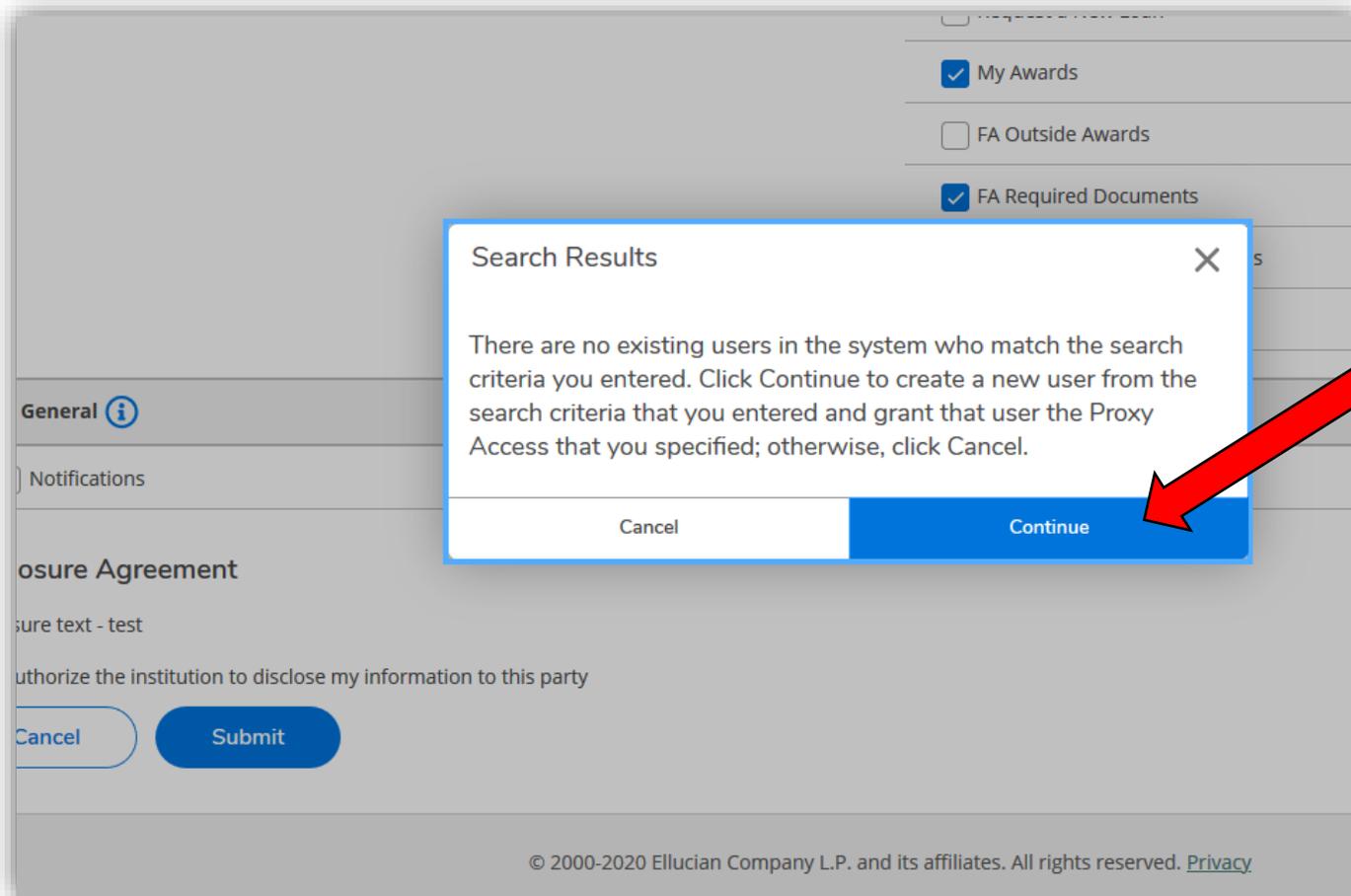
Step 7. Acknowledge the Disclosure Agreement then click Submit



Step 8. Enter your password to verify your identity



Step 9. Click Continue to submit the information and confirm the proxy



Step 10. Now the **Proxy** should appear under 'Active Proxies'. You can edit the proxy at any time by clicking on the [pencil icon](#)

User Options · View/Add Proxy Access

View/Add Proxy Access

View / Add text - test

Active Proxies

Name	Proxy Access	Relationship	Effective Date	
  Mrs. Jane Doe	Student Finance, Financial Aid	Guardian	2/4/2020	

Add a Proxy

Add Proxy text - test

Select a Proxy

Please Select