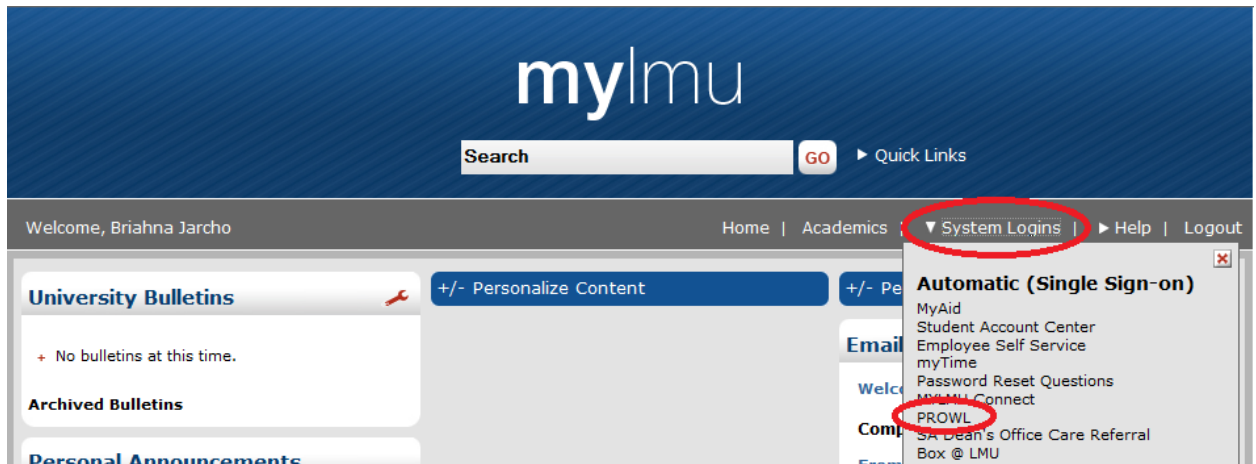


## Students: How to grant PROWL access to a parent, legal guardian, or other guest via Proxy

1. Login to PROWL via MyLMU



2. Click on Proxy Menu tab



### Main Menu

**Welcome, Joe L. Lion, to the Loyola Marymount University PROWL system! Last w**

#### [Student Services](#)

Register for classes, view your academic records and Student Accounts information.

#### [Financial Aid](#)

Apply for Financial Aid; Review the status of your financial aid applications; Check the status of document requirements; Rev

#### [Personal Information](#)

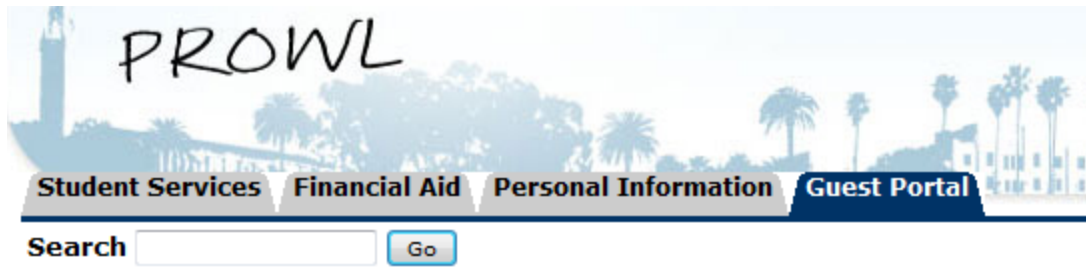
Change your PIN & Security Question; View/Update your address(es), emergency contact information, LMU Alert information.

#### [Vehicle Registration Permit Application](#)

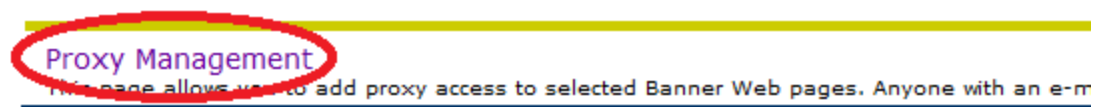
Parking Management Vehicle Registration Permit Application

**Law Students - click [here](#)**

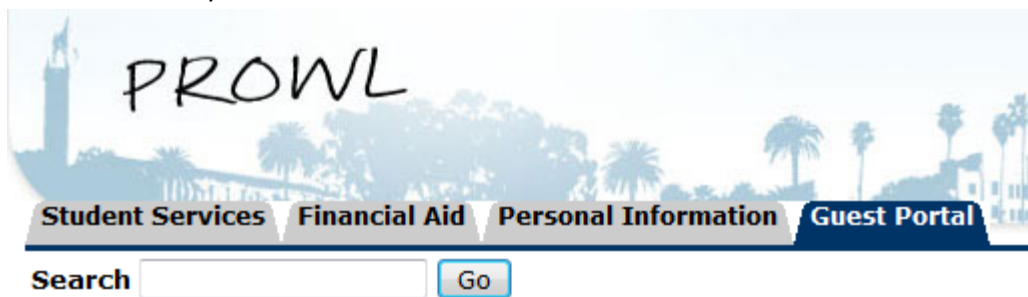
3. Select "Proxy Management"



## Proxy Access Menu



4. Select "Add Proxy"




## Proxy Management

### **Proxy List**

Expand a proxy to define relationship type, begin and end dates, and author

✓ The proxy delete was successful.

▲ Your proxy list is empty.

 [Add Proxy](#)

5. Enter First Name, Last Name, and Email Address. Select “Add Proxy”.


Student Services Financial Aid Personal Information **Guest Portal**


Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)


## Proxy Management

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**Proxy List**

 Expand a proxy to define relationship type, begin and end dates, and authorizations.

 The proxy delete was successful.

 Your proxy list is empty.

**Add a Proxy**

 Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.

\* - indicates a required field

<b>First Name*</b>	<input type="text" value="Father"/>
<b>Last Name*</b>	<input type="text" value="Lion"/>
<b>E-mail Address*</b>	<input type="text" value="registrar@lmu.edu"/>
<b>Verify E-mail Address*</b>	<input type="text" value="registrar@lmu.edu"/>


6. Select “Expand”.

Student Services Financial Aid Personal Information **Guest Portal**


Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)



## Proxy Management


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 A new proxy has been successfully added.

**Proxy List**

 Expand a proxy to define relationship type, begin and end dates, and authorizations.

 **Expand** Father Lion registrar@lmu.edu 0 pages 

 [Add Proxy](#)

7. Under the "Profile" tab select the appropriate relationship to the third party ("Parent or Legal Guardian" or "Other")

Student Services Financial Aid Personal Information **Guest Portal**

Search  Go RETURN TO MENU SITE MAP HELP EXIT

## Proxy Management

✓ A new proxy has been successfully added.

**Proxy List**  
Expand a proxy to define relationship type, begin and end dates, and authorizations.

[Collapse Father Lion](#) registrar@lmu.edu

**Profile** Authorization History Communication

**Proxy Profile**  
Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship type. The description field is your personal note about this proxy (dad, mom, :)

\* - indicates a required field.

**Relationship\***

**Description**

**Start Date (MM/DD/YYYY)\***

**Stop Date (MM/DD/YYYY)\***

[Reset PIN](#) [Delete Proxy Relationship](#)

8. Go to "Authorization" tab

[Collapse Father Lion](#) registrar@lmu.edu

**Profile** **Authorization** History Communication


**Page Authorization**  
Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view these pages when they log in.

[Copy Authorizations](#)  
Select Proxy

[E-mail Authorizations](#)

- Financial Aid
  - Financial aid status
  - Financial aid messages
  - Financial aid award history
  - Financial aid requirements
- General Student
  - Email address
  - Address and phone
  - Emergency contacts
- Student Accounts
  - Account summary totals
  - Tax notification
- Student Information

9. Select the check boxes for the items you wish to authorize your parent/guest to view. Selecting the check box for a category will select all pages for that category.


 Collapse Father Lion   registrar@lmu.edu

[Profile](#)   **Authorization**   [History](#)   [Communication](#)

**Page Authorization**

Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view these pages when they log in.

[Copy Authorizations](#)  
[Select Proxy](#) ▼

 E-mail Authorizations

- Financial Aid
  - 
  - Financial aid status
  - Financial aid messages
  - Financial aid award history
  - Financial aid requirements
- General Student
  - 
  - Email address
  - Address and phone
  - Emergency contacts
- Student Accounts

10. The Proxy (parent/guest) will receive an email with instructions for using PROWL to view your information