



Self-Service Proxy Information & Instructions

Do you need to allow someone else to view your grades, schedule, or make a payment for you?

The Family Educational Rights and Privacy Act (FERPA) ensures students have certain rights regarding their educational records. Under FERPA, Richmond Community College may not disclose information to a parent, guardian, spouse, etc.

As a student, you may wish to give certain access to a parent/guardian or another person to help you navigate the requirements of college and be successful in your college career. This person is considered your proxy. This access can allow your proxy to view your grades, classes, billing information, and financial aid information in Self-Service. It can also give them access to make a payment. This does not allow Richmond Community College to disclose the contents of your student record to your proxy. It is the student's responsibility to allow or restrict access in Self-Service.

As the student, you control the access given to this designated person. If you would like to designate a proxy, you must complete the Self-Service Proxy Authorization form and submit it to the Registrar's Office. Proxy access may take up to 48 hours to be given.

Please be aware that you are not required to give this access and this decision is optional.

Steps to Designate a Self-Service Proxy

Step 1: Complete the Self-Service Proxy Authorization form and submit it to the Registrar's Office.

Step 2: After the Registrar's Office has confirmed the designation of the proxy, login to Self-Service to allow the access.

Step 3: Select the access you would like to give to your proxy. You are not required to give full access. For example, if you only select the option to "Make a Payment", your proxy cannot view your grades.

Step 4: Your proxy will receive an email confirming the access has been given and the next steps on how to setup their Self-Service proxy account.

Proxy access is not permanent

At any time, you may change the proxy's access using the "View/Add Proxy Access" option in Self-Service.

For questions, contact the RichmondCC Registrar's Office at (910) 410-1721 or ccholmes@richmondcc.edu.
For technical support, contact the RichmondCC Help Desk at (910) 410-1701 or rcchelpdesk@richmondcc.edu.



Self-Service Proxy Authorization

Parents/Guardians and other designated persons may be granted access by the student to specific information in Self-Service. Please be aware that students are not required to give this access and this decision is optional.

By completing this form, the student gives Richmond Community College permission to list the below person as a prospective user to the student's Self-Service account.

This form does not allow Richmond Community College to disclose the contents of the student record to parents/guardians or other designated persons. It is the student's responsibility to allow or restrict access in Self-Service.

Student Name _____ Student ID _____

Parent/Guardian/Proxy Information

Your name, relationship to student, email address, and date of birth are required to set up your Self-Service account. The other contact information is optional.

Name _____ Relationship _____

DOB: _____ (This is required for password setup)

Address _____ Phone (C) _____

_____ Phone (H) _____

Email Address _____

Are you now or have you ever been a RichmondCC student or employee? Yes No

Parent/Guardian/Proxy Acknowledgement. By signing below you acknowledge that you are not being granted access to the contents of the student record. This form allows Richmond Community College to give the above student the right to give you access to certain portions of their Self-Service account. You may receive occasional correspondence from Richmond Community College.

Parent/Guardian/Proxy Signature _____ Date _____

Student Consent

I give Richmond Community College consent to list the above person as a prospective user to my Self-Service account. I understand that I am responsible for allowing or restricting this access in Self-Service.

Student Signature _____ Date _____

Office Use Only - Colleague REL updated by _____ Date _____