

Below are step-by-step instructions of how to grant a person proxy access to your student account:

1. Login to your [OASIS Student Account](#) with your Oglethorpe username and password.
2. Select “OASIS for Students”.
3. Select “View/Add Proxy Access” from the left-hand side.
4. You will be redirected to another page.
5. On the page you will see general information about proxy access, any active proxies that have been granted if any, and the option to add a proxy.
6. From the dropdown menu under “Select a Proxy”, you will want to select “Add Another User”.
7. A variety of fields will appear, while only Last Name, First Name, Birth Date, Email Address, and Relationship are required, we encourage you to enter as much information as possible.
8. You will then have to tell us what you would like to give this person access to- you can “Allow Complete Access” which will check every box or you can “Allow Select Access” and customize what things you want to give them access to.
9. You will need to read the disclosure agreement and then check the box that you are authorizing the university to disclose information to this person.
10. Then select “Submit”.
11. A pop-up window will appear asking you to re-enter your password for verification. Enter your password and select “Submit”.
12. A box with search results will appear, you’ll want to select “Continue”.
13. Once your request has been processed, you’ll see a green box appear in the upper left-hand corner confirming your request.
14. You will also see the individual listed under “Active Proxies” with an Effective Date of “Pending”.