

Granting Proxy Access

In order for your parent(s) or guardian(s) to have access to your financial aid records, you have to provide consent. If you choose to do so, follow these steps to grant them access.

1. Go to Hornet365 (hornet.emporia.edu) and click on "Students"
2. Near the bottom of page, click on "Proxy Access"
3. Use ESU user name and password to log in
4. Click on "Proxy Management"
5. Click "Add Proxy"

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 Proxy

6. Complete the required information and click the "Add Proxy" button

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.

First Name*

Last Name*

E-mail Address*

Verify E-mail Address*

Add Proxy

7. Next you will have to click on "Expand (parent's name)"

 Expand

8. Complete all fields. Please read instructions carefully in this section.

Proxy Profile

Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship calls or other off-line queries by this proxy. You must communicate the passphrase to your proxy. You

* - indicates a required field.

Relationship*

Description

Passphrase

Start Date (MM/DD/YYYY)*

Stop Date (MM/DD/YYYY)*

 E-mail Passphrase  Reset PIN  Delete Proxy Relationship

9. On the Authorization Tab select which areas you wish to grant them permission

Page Authorization

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

Special authorization tab information text dealing with parents.

- Student Proxy Access for Parent Check to Select or Deselect ALL items below.
- Concise Student Schedule
 - View Midterm Grades
 - View Final Grades
 - Select a Different Term
 - Financial Aid Status