

## Self-Service Authorized User Quick Guide

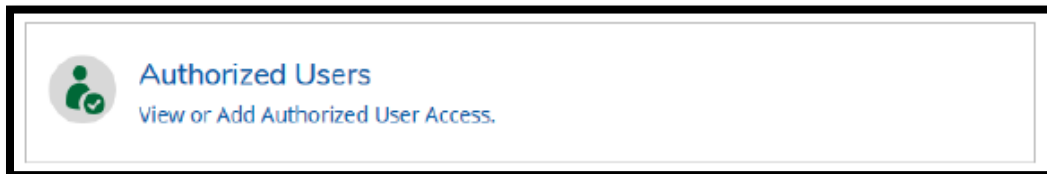
### How do I add an Authorized User?

Login to Self Service using your Vanguard username and password

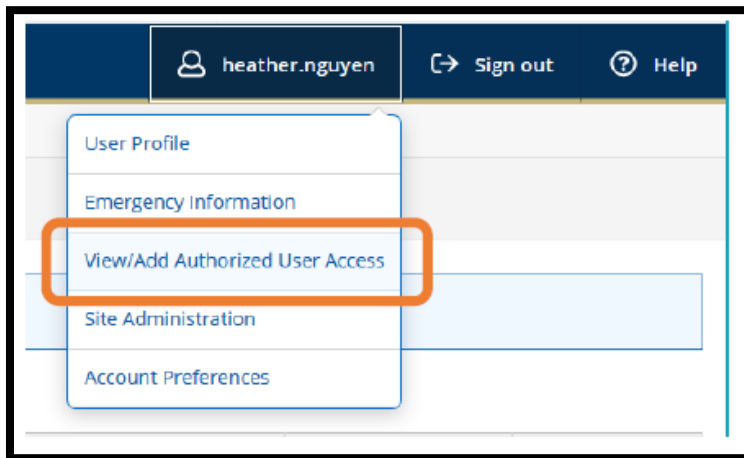
<https://selfservice.vanguard.edu/Student>

From Self Service Home, you can click on the **Authorized User** tile or select “View/Add Authorized User Access” from the **User Profile** in the upper right corner.

Authorized User Tile:

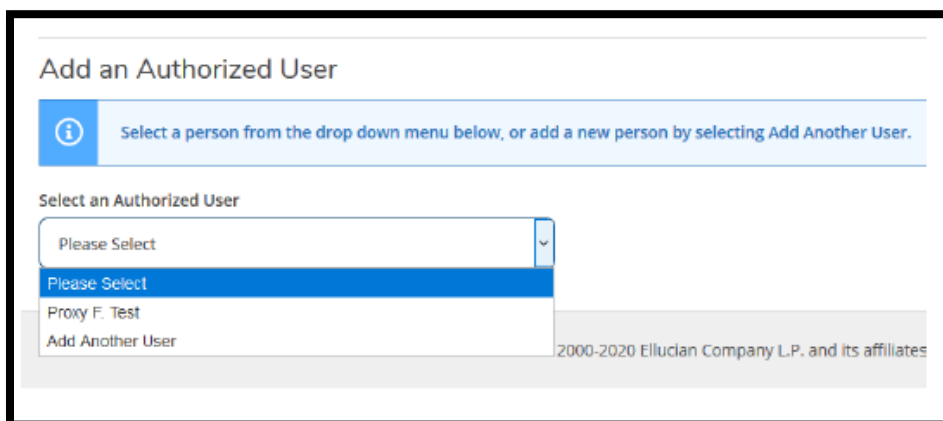


User Profile:



### Pre-Existing Relationships:

If you already have a pre-existing relationship in our system, the user will appear in the **Select an Authorized User** dropdown menu.



### New Relationships:

If you wish to add an authorized user who is not in the dropdown, then select **Add Another User**.

Once you select a pre-existing relationship or create a new one, you will need to assign access to the user by checking the permissions below and agreeing to the FERPA Disclosure Agreement.

Access \*

Allow Complete Access

Allow Select Access

Financial Aid ⓘ

Offer Letter

Financial Aid Home

My Awards

FA Outside Awards

FA Required Documents

Satisfactory Academic Progress

Academics ⓘ

Grades

The user will now appear as an **Active Authorized User** on your self-service account.

### How does my Authorized User Login to Self Service?

The authorized user will receive two separate emails, one with their **username** and one with a **temporary password**.

#### Username Email:

Dear Proxy Test,

This is an automated message to inform you that [REDACTED] has granted you authorized user access to his or her student information at Vanguard University.

The following username has been created for your use at Vanguard University. For security purposes, your temporary password will be sent in a separate email.

Username: **proxy.test**

Please login to [Self Service](#) using the username provided above and temporary password from separate email.

Thank you,  
Vanguard University

## Temporary Password Email:

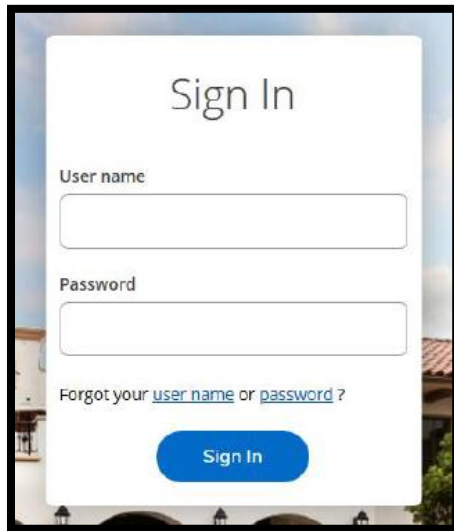
Dear John M. Smith,

Here is the temporary password for your authorized user account at Vanguard University.

Password: **vQ9e7X3w**

Authorized Users login directly to Self Service – they will **NOT** login through MyVU.

<https://selfservice.vanguard.edu/Student/>

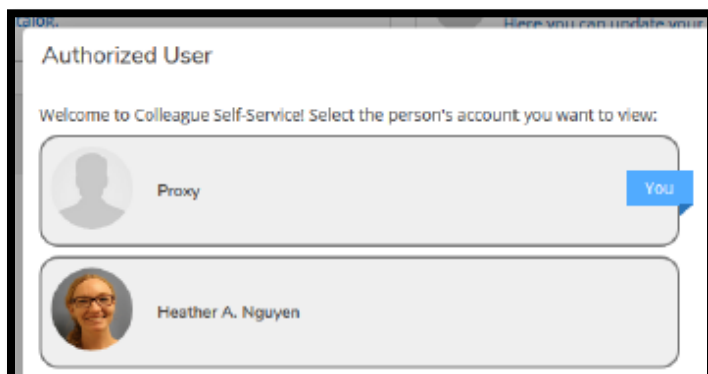


A screenshot of a web page titled "Sign In". The page has a white background with a blue border. At the top, the text "Sign In" is displayed in a large, dark font. Below this, there are two input fields: "User name" and "Password". The "User name" field is a simple white box with a thin border. The "Password" field is a white box with a thin border and a small eye icon on the right side. Below the password field, there is a link that says "Forgot your [user name](#) or [password](#)?". At the bottom of the form, there is a blue button with the text "Sign In" in white.

**PLEASE NOTE:** The authorized user will be prompted to change his/her password upon their first login.

At a future date, if an authorized user forgets his/her username or password, they can also retrieve this information on the login screen by selecting "Forgot your **username** or **password**?"

Once the authorized user has successfully logged in, they will need to select the account they wish to view:



A screenshot of a web page titled "Authorized User". The page has a white background with a blue border. At the top, the text "Authorized User" is displayed in a dark font. Below this, there is a message that says "Welcome to Colleague Self-Service! Select the person's account you want to view:". There are two selection options, each with a circular profile picture and a name. The first option is "Proxy" with a blue button labeled "You" next to it. The second option is "Heather A. Nguyen" with a blue button next to it.