

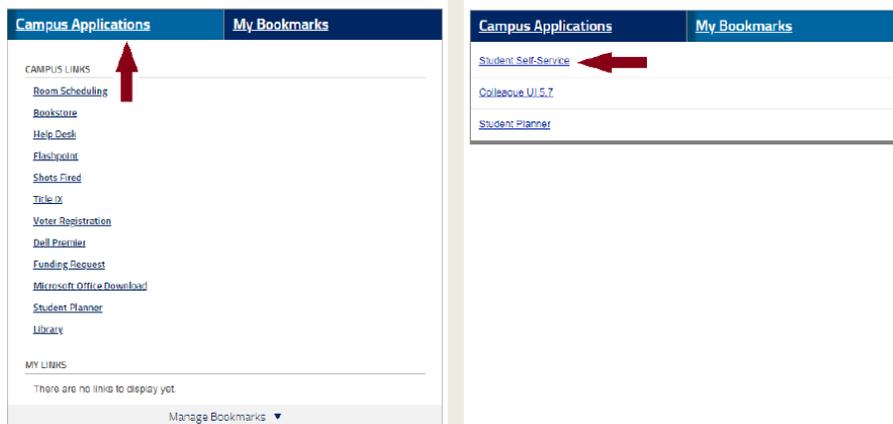
Authorized User (Proxy) Set Up for Financial Aid and Billing

Sandburg offers students the opportunity to add one or more authorized users to the student account for financial aid and billing purposes. The authorized user is called a Proxy. The student controls what the user can access.

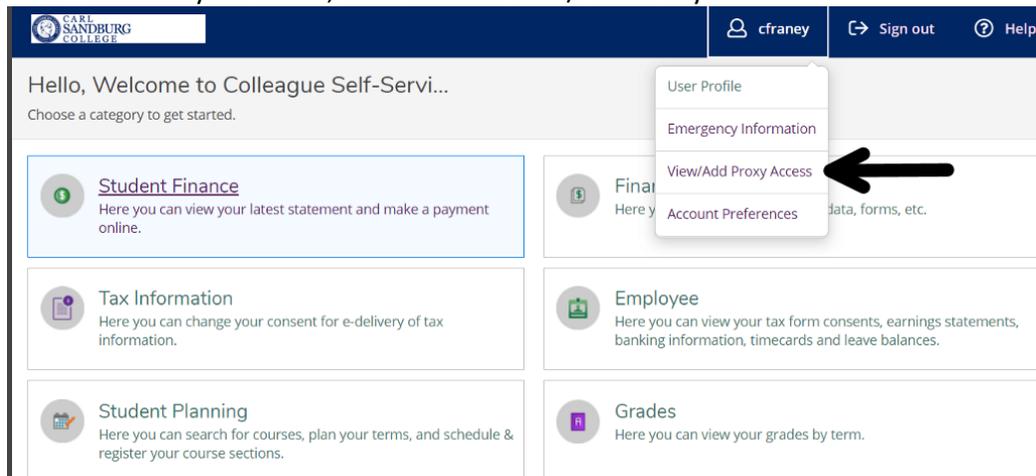
To set up a proxy:

1. Go to sandburg.edu, click on mySandburg and login.
2. Follow instructions below:

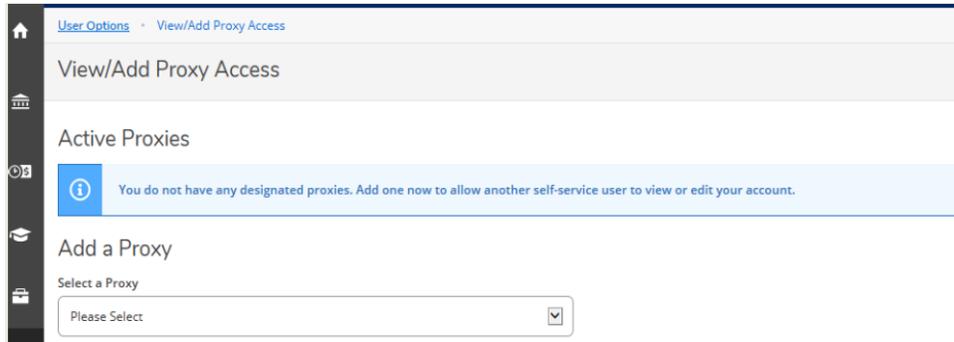
Login to mySandburg, click Campus Applications, then click Student Self-Service



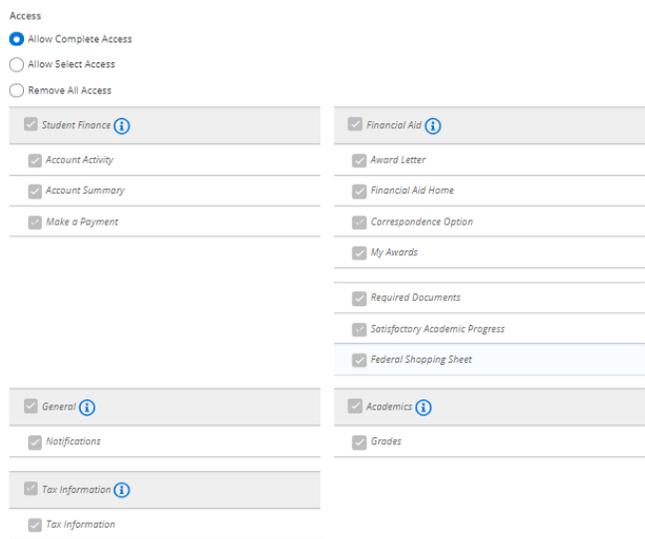
3. Click on your name, then click on View/Add Proxy Access.



4. If you have not added a proxy before, then this screen will pop up. Select “Add a Proxy”.



5. Enter the information to add the proxy, then choose the access you wish your proxy to have and click submit.



6. Once you push submit, you have created your proxy. The proxy will be notified by email (you will receive a copy too) letting the proxy know they have access to your account at Sandburg. The email will also contain a web link to the Self-Service program and their login credentials.

If you have any questions, please contact Candace Fones at 309.341.5289.