

HOW TO DESIGNATE A PROXY IN MAJOR PORTAL

Navigating and paying your Millsaps account is now much easier. Through the college's Major Portal intranet, you may share information about financial aid, billing, payments and grades without compromising your username and password. Your designated proxy/ies (parents, grandparents, guardian, etc.) will only see the information to which you provide access. You may choose to give access to one, two or all of the available information options — designation and delegation is in your control.

FOLLOW THESE STEPS TO SET UP YOUR PROXY FOR ACCOUNT ACCESS:

- Login to your **Major Portal Account**
- Click **User Account** in the upper right-hand corner, or select **User Options** in the left-hand sidebar
- Select **View/Add Proxy Access**
- In the **Select Proxy** drop down, choose **Add Another User** to add a new proxy or an existing user to change access to an existing proxy
- If adding a new proxy, fill out all of the required fields and select the access to whom you want to provide your proxy
- Accept the FERPA agreement
- Click **Submit** at the bottom of the page to save your changes
- Repeat the process to add additional proxies

Once you have designated a proxy and authorized your selected accounts, your proxy will receive an email with instructions on how to login and access your designated account information.

Technical questions? Email help@millsaps.edu.