PROXY: Giving authority to someone else to discuss your information.

Drew students may provide “proxy access” to parents/guardians/spouses/etc. as desired, by going online at treehouse.drew.edu using the Parent/Guardian Proxy Access tab. Students can itemize the areas to which their proxies may have access. For example, students may wish their proxy to be able to view the tuition bill, financial aid requirements, academic grades or schedule. By setting up proxy access, the student permits their proxy to view such information online as well as their proxy, to have discussions about such information with university staff members. It is suggested to set up proxy access prior to the beginning of the first term; however, a student can remove, add, or update someone’s proxy access at any time.

How to Set up Proxy Access (giving authority to someone else to discuss your information)

- Log in to TreeHouse
- Click on the “Students” tab.
- Go to the “Personal Information” box (top left side of page).
- Click on Parent/Guardian Proxy Access.
- Click on “Add Proxy” (bottom of the page).
- Fill out required sections, then click “Add Proxy” button.
- Once the proxy has been successfully added, click on Proxy’s name, under Proxy List, to add Proxy’s information and access.
  - Fill out information in Profile tab:
    - Define relationship
    - Set up passphrase (optional)
    - Set date of access validation
  - Note: Proxy will have to verify email and set up pin.
  - Then click on “Authorization” tab and select all the boxes for which you would like your Proxy to have access.
  - The Proxy access has been completed.

If you need additional assistance you can also watch the step by step video on how to set up a Proxy: [https://vimeo.com/79697616](https://vimeo.com/79697616)