

Proxy Access at Meredith College

What is a “proxy”?

A proxy is someone who logs in on behalf of a student to view the student’s data or perform an action on his/her behalf. For example, a mother may wish to view or pay her daughter’s tuition.

How do I become a proxy?

You cannot make yourself a proxy. The student must do this by granting you proxy access. As part of that process she submits your email address. When complete, the system sends you an email with login instructions and your proxy login credentials (an ID and password). With those credentials you can then go to Self Service (mcis.meredith.edu) to access your student’s information.

What if I forgot my proxy credentials (ID and password)?

If you’ve forgotten your password, then a new password can be created, replacing the old one. This process is called “resetting”. However, this is not something that you (the proxy) can do. You must ask the student to do this for you. Just as it was the student who first granted you proxy access, it is also the student who must reset the password. She does this using the “Proxy Reset Password” feature in Self Service. (See images on next pages)

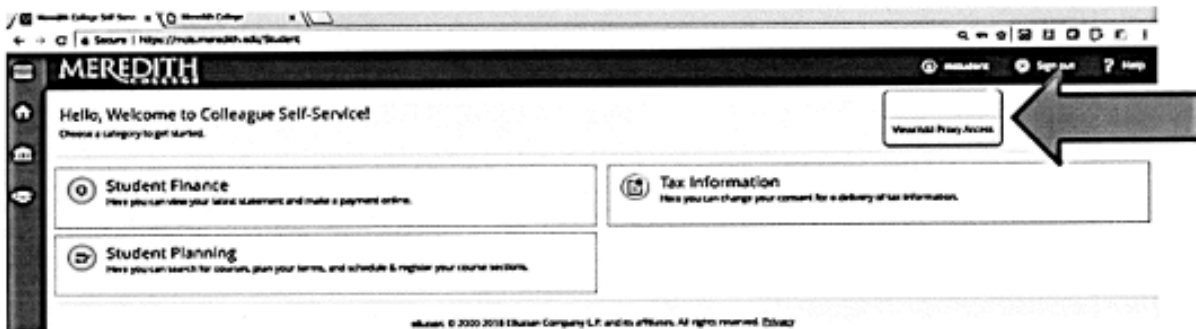
Office of Accounting | Proxy Access - Student Accounts Online

Student account access (“proxy”) is provided through Student Self Service:

The link is <https://mcis.meredith.edu>. You can also find it on the Accounting website (www.meredith.edu; select accounting)



The student needs her NET ID from Technology Services. She logs in and **clicks her name** to find the option to view/add proxy. Parents or others who need access to the account need to be added by the student:



Questions regarding student account balances/payments:

Meredith College
Accounting Office
140 Johnson Hall
Phone: (919) 760-8363
E-mail: accounting@meredith.edu

Our business hours are Monday – Friday 8am to 5pm

Resetting proxy password

The student must reset the password by going to Self Service. Click on MC or “Miscellaneous” in the menu to the left. “Proxy Password Reset” will appear in the drop down menu.

The screenshot displays the 'Colleague Self-Service' dashboard. On the left is a dark navigation sidebar with the following items: Home, Financial Information, Employment, Academics, Daily Work, MC Miscellaneous (highlighted in purple), Proxy Password Reset (circled in white), MC Alert, Enter Student Note, Enter Student Referral, and Maintain Organization Membership. The main content area features a greeting: 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' Below this are four category tiles: Student Finance, Tax Information, Employee, and Student Planning. A fifth tile, Finance Administration, is partially visible. At the bottom of the main area, a copyright notice reads: '© 2000-2019 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.