

# SFS Proxy Access – Proxy Instructions

**When your student creates your Proxy Access account, you will receive 2 emails.**

The **first email (shown below)**, with subject “In The Next 5 Days: Activate Your UVM Proxy Access” is sent once your student has begun the process of adding you as a Proxy. Within 5 days of receiving this email, you will need to visit the web address (URL) listed in the email to create your new proxy access PIN (password) and activate your Proxy Access account. During this process you will use the temporary “Action Password” provided as your ‘Old PIN’ when establishing a new PIN (password). Note: If it is after the 5 days, you will need to have the student reset your PIN.

In The Next 5 Days: Activate your UVM Proxy Access Inbox x

SFSTechFA@uvm.edu  
to [redacted] proxysetup

1:34 PM (0 minutes ago) ☆ ☺ ↶ ⋮

Dear [redacted],

[redacted] has begun the process to set you up as an SFS proxy. Once fully set up as a designated proxy, a student gives UVM Student Financial Services permission to speak with you and grants you online access to their UVM account and billing and/or financial aid information depending on what the student has authorized.

Your proxy access was established using email address [redacted] proxysetup@gmail.com .

WHAT YOU NEED TO DO:

Visit <https://go.uvm.edu/proxy> and log in using your proxy email to create your new proxy access PIN (password).

You will be prompted to enter this temporary ACTION PASSWORD: BQVPAJWO (You will also enter this again as your 'Old PIN')

The Action Password is temporary and will only remain active for 5 DAYS from the date of this email. If you do not activate your Proxy Access account within this timeframe and the password expires, the student will need to access your proxy profile through the student portal and select 'Reset PIN' to issue you a new Action Password.

Visit <https://go.uvm.edu/setproxy> to learn more about Proxy Access.

Best,  
Your UVM Student Financial Services Team

↶ Reply   ↶ Reply all   ↷ Forward   ☺

The **second email (shown below)** with subject “REQUIRES ACTION: Verify your Proxy Access authorizations” provides you with the Proxy Access portal link so you can access your Proxy authorizations. Students must authorize your access to financial aid and/or accounts receivable screens prior to you being able to view their information online.

REQUIRES ACTION: Verify your Proxy Access authorizations. Inbox x

SFSTechFA@uvm.edu  
to [redacted] proxysetup

1:34 PM (0 minutes ago) ☆ ☺ ↶ ⋮

Dear [redacted],

[redacted] has established you as an SFS Proxy and has created the proxy relationship. Once fully set up as a designated proxy, a student gives UVM Student Financial Services permission to speak with you and grants you online access to their UVM account and billing and/or financial aid information depending on what the student has authorized.

Your proxy access was established using email address: [redacted] proxysetup@gmail.com

WHAT YOU NEED TO DO NEXT (after you have completed the first step in a prior email and activated your Proxy Access):

Verify that [redacted] has set up your authorizations (account and billing and/or financial aid).

Sign into your Proxy Access at: <https://go.uvm.edu/proxy> using your established proxy email and your new PIN.

Once logged in, select the tab with your student's name to view the 'Proxy Authorizations' selected by the student.

If you do not have a list of authorized access screens, contact [redacted] to have them select your authorizations on the authorizations tab and select the icon to 'E-mail Authorizations' to you.

Visit <https://go.uvm.edu/setproxy> to learn more about Proxy Access.

Best,  
Your UVM Student Financial Services Team

## How to Create Your Proxy Access PIN (password):

Click on the URL in the first email to access the login page and enter the Action Password provided.

Student/Faculty Information System (SIS)

[SITE MAP](#) [HELP](#) [EXIT](#)

The e-mail you received contained an Action Link (which you have used to get here) and an Action Password used to verify that you are the intended recipient. **Use the Action Password as the "Old PIN" on the next page when establishing your new PIN.**

\* - indicates a required field.

Action Password\* [password]

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The **next step will be for you to change your PIN**. Enter the Action Password as your old PIN. Enter a new PIN. The PIN must be **numeric** and be between 6 & 20 **digits**. Click save.

Student/Faculty Information System (SIS)

[SITE MAP](#) [HELP](#) [EXIT](#)

### Reset PIN

Enter your new PIN twice. The PIN must be numeric and be between 6 and 20 digits.

\* - indicates a required field.

Minimum PIN length: 6 Maximum PIN length: 20.

Enter e-mail address\* [redacted]@gmail.com

Enter Old PIN\* [password]

Enter New PIN\* [password]

Validate PIN\* [password]

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**You are now logged into your Proxy Access account.** On the profile tab you can update your email address or request to change your PIN.

Student/Faculty Information System (SIS)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Proxy Access Home

You will see a tab for each student who has authorized access to their information. **Select the Profile tab (or close your browser) to exit.**

✓ Your new PIN has been successfully saved.

Profile

#### Proxy Profile

Please keep your proxy information up-to-date.

[Click here to change your PIN](#)

\* - indicates a required field.

First Name \* [redacted]

Last Name \* [redacted]

E Mail Address \* [redacted]@gmail.com

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**Click on the tab with your student's name to access the authorized screens.** If you have more than one student who has authorized you to view their information, you will see a tab for each student.

When you click on the link to an authorized screen, such as "View Current Account Balance" it will launch in a new browser window.

**To exit the Proxy Access system,** please close your browser.

**Note:** If no pages have been authorized, please contact your student and request that they set up your authorizations as outlined in the student instructions.

## Student/Faculty Information System (SIS)

### Proxy Access Home

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You will see a tab for each student who has authorized access to their information. **Select the Profile tab (or close your browser) to exit.**



#### **Proxy Authorizations**

The following information has been specifically authorized for your use.

#### **Proxy Account and Billing Options for [REDACTED]**

- View Account and Billing Activity and Make Payments
- View Billing Statements
- View Account Summary by Semester
- View Account Summary by Academic Year
- View Account Summary by Calendar Year
- View 1098-T

#### **Proxy Financial Aid Options for [REDACTED]**

- View Financial Aid Award
- View Requirements

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**For subsequent logins,** please go to [go.uvm.edu/proxy](http://go.uvm.edu/proxy).