

Self-Service Menu

< STUDENTS

Other Self-Service Options

- Cougar Card Deposit
- Authorization for Bookstore Voucher
- Make a Class Gift Donation
- Tuition Deposit
- Proxy Accounts (NEW!)

Log on to [mySXU](#)-click on Students→Other Self-Service Options→Proxy Accounts (NEW!)

Use this page to grant someone (a proxy) secure access to your financial information.

View/Add Proxy Access

Use this page to grant someone (a proxy) secure access to your account. For each proxy, select specific permissions to view and act on information in your account. For active proxies, click the pencil icon to the right of the proxy to edit or remove access. If your proxy is recognized as a potential duplicate within our system, you will see a pending status, and your proxy duplicate check will be completed within 48 hours. If additional information is needed to resolve the duplicate record, someone from the Records and Registration staff may be in contact with you. Additional features will be coming soon, stay tuned!

Active Proxies

Name	Proxy Access	Relationship	Effective Date	
Kristie A. Przekota	Student Finance	Sibling	4/21/2020	
Brian B. Baseball	Student Finance	Sibling	4/21/2020	

Add a Proxy

Below you can choose to create a new proxy to access your account or choose an existing person, who has a relationship already defined, to add access for.

Select a Proxy

Please Select

You can choose to create a new proxy to access your account (under Add a Proxy, click dropdown box under Select a Proxy, select Add Another User), or choose an existing person, who has a relationship already defined, to add access.

SAINT XAVIER UNIVERSITY PROXY ACCOUNTS

Add a Proxy

Below you can choose to create a new proxy to access your account or choose an existing person who has a relationship already defined to add access for.

Select a Proxy
Add Another User

First Name *
Mary

Middle Name or Initial
Middle Name or Initial

Last Name *
Ocean

Email Address *
xxxxx@sxu.edu

Confirm Email Address *
xxxxx@sxu.edu

Phone *
555-555-5555

Birth Date *
05/05/80

Relationship *
Parent

Access *

Allow Complete Access

Allow Select Access

Student Finance ⓘ

Account Activity

Account Summary

Make a Payment

Academics ⓘ

Grades

Disclosure Agreement

I understand that assigning someone proxy access will give them full online access to the areas that are checked above. This designation does not take the place of the protections afforded to me (the Student) under the Family Educational Rights and Privacy Act (FERPA). Release of a student's educational record is still not allowed without the student's written consent, including to parents, family members and designated proxies.

I can remove this proxy access at any time by returning to this screen and editing the record.

I authorize the institution to disclose my information to this party

Cancel Submit

Fill out the required information, then select the access you will allow. Make sure to click the Disclosure Agreement which authorizes Saint Xavier University to disclose your information to the proxy, and then click **Submit**.

Search Results ✕

There are no existing users in the system who match the criteria you entered. Click Continue to create a new user from the criteria that you entered and grant that user the Proxy Access that you specified; otherwise, click Cancel.

Cancel Continue

This message indicates that there are no existing users in the system who match the criteria you entered. Click **Continue** to create a new user and assign this proxy access to your account.

Search Results ✕

There is an existing user in the system who matches the criteria you entered. Click Continue to assign proxy access to this person; otherwise, click Cancel.

Cancel Continue

The message indicates that there is a user already in the system that matches the criteria you entered (name, email, date of birth, etc.) click **Continue** to assign this proxy access to your account.

Search Results ✕

There are existing users in the system who possibly match the criteria you entered. Click Continue to submit a request for review to your institution so that they may determine what actions must be taken; otherwise, click Cancel. Your request will be processed within 48 hours. You and your proxy will each receive an email once your request is processed successfully.

Cancel Continue

If you receive this message, click **Continue**. The message indicates that there is a user already in the system that is the same or similar to the criteria entered. The Records Office will review your request and respond with an email within 48 hours.

From the offices of...

Saint Xavier University



An email will be sent with a user name for your proxy. The proxy will receive the same message and also a follow-up message with their password. If your proxy does not see these emails in their inbox, please have them check spam or clutter.

Dear Kristie A. Przekota,

You have been granted proxy access to Maura P. Mulcrone's account at Saint Xavier University.

The following login has been created for your use at Saint Xavier University's Self Service site. Your temporary password will arrive in a separate email.

Username: **kaprzekota**



From the offices of...

Saint Xavier University



Your proxy will receive an email with their password information.

Dear Brian B. Baseball,

Here is your temporary password for the login you received earlier from Saint Xavier University:

Password: **mS3cQKzm**

For security, upon initial login, you will be required to reset this temporary password.



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 Please enter your user name, current password, and new password.

 For PROXY accounts only.

 Your password has expired. Please choose a new password. Password must be between 6-30 characters. Contain one or more letters. Contain one or more numbers. Password cannot contain one or more illegal characters ;?:@&=<>\[space].

Once your proxy logs into Self Service they will be prompted to reset their password.

Person Proxy

Welcome to Colleague Self-Service! Select the person's account you want to view:

 Brian

 Maura P. Mulcrone

Cancel Continue

Once the proxy's new password is selected the proxy will click on the account to view. The proxy should choose the student account to view account information and make payment(s) on your account, and then click **Continue**.

The screenshot shows the My SXU Self-Service home page. The header includes the My SXU logo and navigation links for Sign out and Help. The user is identified as Elizabeth acting on behalf of Margaret. A callout box points to the 'Grades' and 'Student Finance' options, stating: "If proxy access was granted for both Grades and Student Finance, the proxy will be able to view and choose from both options."

My SXU SELF-SERVICE

Elizabeth acting on behalf of Margaret [Change User](#)

Sign out Help

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Student Finance
Here you can view your latest statement and make a payment online.

Grades
Here you can view your grades by term.

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The screenshot shows the My SXU Self-Service home page with the 'Grades' option selected. A callout box points to the 'Grades' option, stating: "If the proxy was granted access to only view grades, the proxy will be brought to this screen where the proxy can click on Grades."

My SXU SELF-SERVICE

Margaret Sign out Help

Elizabeth acting on behalf of Margaret [Change User](#)

Home

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Grades
Here you can view your grades by term.

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The screenshot shows the My SXU Self-Service Grades page. The breadcrumb trail is 'Academics > Grades'. A callout box points to the enrollment terms, stating: "Once the proxy clicks on Grades, the proxy will be brought to this screen where the student's grades are listed by enrollment term. The proxy can click on the dropdown arrow to view the grades for that particular term."

My SXU SELF-SERVICE

Margaret Sign out Help

Elizabeth acting on behalf of Margaret [Change User](#)

Academics > Grades

Grades [Print](#)

Fall 2020 (8/24/2020-12/12/2020)	▼
Summer 2015 (5/11/2015-8/15/2015) Term GPA: 4.000	▼
Spring 2015 (1/12/2015-5/8/2015) Term GPA: 4.000	▼

Elizabeth acting on behalf of Margaret [Change User](#)

Home **er 2015 (5/11/2015-8/15/2015)**
Term GPA: 4.000

Course Section	Title	Credits	Final Grade
MGMT-540-01 5/16/2015 - 7/4/2015	Global Environment	3	A
MGMT-570-01 6/8/2015 - 8/3/2015	Ethics Governance & Business	3	A

After clicking on the dropdown arrow, the proxy will be able to view the graded courses in that term.

My SXU SELF-SERVICE Margaret [Sign out](#) [Help](#)

Elizabeth acting on behalf of Margaret [Change User](#)

Financial Information to Colleague Self-Service!
Choose a category to get started.

 **Student Finance**
Here you can view your latest statement and make a payment online.

If the proxy was granted access to Account Summary, Make a Payment, and/or Account Activity, the proxy will have the Student Finance Option listed. The proxy will click on Student Finance and then be brought to the student finance information pages.

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SAINT XAVIER UNIVERSITY PROXY ACCOUNTS

Make a Payment

Use this page to make a payment on your account

Alert: Welcome to Self-Service Make a Payment. Any questions? Please contact us at 773-298-3046 or [redacted]. Payment plans on past due balances must be set up in The Office of the Bursar. A non-refundable 2.75% Credit Card Service Fee (CCSF) is assessed on all credit card payments. Management Systems (TMS) are not considered overdue. Students eligible for a refund can enter the refund amount in the Refund field. Payment plans can be set up and reviewed via Nelnet, formerly TMS, at <http://sxu.afford.com>

If the proxy wants to make a payment, the proxy will choose how they would like to pay (e-check, Discover, MasterCard, American Express, or Visa). **(IMPORTANT NOTE: Credit/Debit Cards charge a 2.75% service fee).** The proxy will enter an amount to pay, and then click on **Proceed to Payment**.

Total Payment : \$20.00

[Collapse All](#)

Spring 2020 \$20.00 ^

Select	Item	Payment Group	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Account Receivable	WEB	1/5/2020 (Overdue)	\$20.00
				\$ <input type="text" value="20.00"/>

Payment Review

Review your Payment information below

Payment Review

You have chosen to pay the items below. If you agree to pay these items, click the Pay Now button below. You will be taken to a secure web site to enter your payment information.

Payment Information

Item	Amount
Student Account Receivable	\$20.00
Credit Card Service Fee	\$0.55
Total Payment Amount	\$20.55

Payment Method: Mastercard

On the payment review screen, your proxy will review the payment and when ready, click **Pay Now**.

Saint Xavier University

Order summary

Total (USD): 20.55

› Pay with credit or debit card

Card Number



Expiration Date /

CSC
[What is this ?](#)

Billing Address

First name

Last name

Billing address

If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City

State

ZIP

Phone Number

Email Address

If the proxy chooses to pay by credit card they will be brought to this page. The proxy will fill out their payment information and click **Pay Now**.

Secure payments by PayPal

Electronic Check Entry

Enter your Electronic Check Payment Information below

Electronic Check Entry

[How do I find the routing number and bank account number?](#)

Electronic Check Information

ABA Routing Number *

555555555

Bank Account Number *

555555555555

First Name *

Mary

Last Name *

Ocean

Billing Address

123 Ocean Drive

City

Clearwater

State/Province

Florida

ZIP *

55555

Email Address

xxxxxx@gmail.com

ACH Authorization Information

By supplying the requested information and completing this transaction, I hereby authorize Saint Xavier University to initiate debit or credit entries to the financial account I specified payable to Saint Xavier University or to their agent, in the amount of \$20.00. This transaction will be processed on 5/12/2020 and in the event that this electronic payment is returned unpaid for any reason, I understand that a \$25.00 return fee will be added to my student account. Please print or retain a copy of this authorization for your records.

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact The Office of the Bursar at 773-298-3046 or bursar@sxu.edu.

If paying by e-check the proxy will be brought to this page. The proxy will fill out their payment information and click **Pay Now**.

Pay Now

SAINT XAVIER UNIVERSITY PROXY ACCOUNTS

Mary acting on behalf of Elizabeth [Change User](#)

[Financial Information](#) · [Student Finance](#) · [Make A Payment](#)

Payment Acknowledgement

Review the Details of your Payment below

Once the payment is processed a payment acknowledgement will appear.

Payment Acknowledgement

[Print](#)

Receipt Information				
Receipt Number	Date/Time	Merchant	Payer	
000476342	5/5/2020 6:25:47 PM	Saint Xavier University 3700 W 103rd Street Chicago IL 60655 773-298-3046	Mary Ocean	

Account Payments				
Account Holder	Account Type	Term	Description	Amount
0546075 Elizabeth Carroll	Student Account Receivable	Spring 2020	Payment on account	\$20.00

Convenience Fees	
Description	Amount
Credit Card Service Fee	\$0.55

[Continue](#)

Payment Acknowledgement

Receipt Number

000476342

Date/Time

05/05/2020 18:25:47

Merchant

Saint Xavier University
3700 W 103rd Street
Chicago IL 60655

773-298-3046

Payer

Mary Ocean

The Proxy will also receive an email regarding payment.

Account Payments					
Accountholder	Account Type	Term	Location	Description	Amount
Elizabeth Carroll	Student Account Receivable	Spring 2020		Payment on account	\$20.00

Convenience Fees	
Description	Amount
Credit Card Service Fee	\$0.55

Payments Tendered				
Payment Method	Control Number	Authorization Code	Transaction Number	Amount
MasterCard	5100	821PNI	A11AAF06818B	\$20.55

PayPal has routed, processed, and secured your payment information.

FORGET YOUR PROXY PASSWORD?

Sign In

User name

Password

PROXIES ONLY: Forgot your [user name](#) or [password](#) ?

Sign In

If the proxy forgets their password, they can click this **password** link.

My  **SXU**
SELF-SERVICE

Forgot Password

[< Back to Login page](#)



For PROXY accounts only. Enter the following information. If your account can be identified, an email will be sent with instructions on how to reset your password. The email will come from claws@sxu.edu so be sure to check your spam folder if you do not see it in your inbox.

User Name *

mocean

Email Address *

xxxxxx@gmail.com

Submit

The proxy will enter in their username and email address, then click **Submit**.



Forgot Password Success



Forgot Password has been successfully executed

The proxy will receive this message.

From the offices of...

Saint Xavier University



The proxy will receive this email with a **Reset your password** link.

A password reset request has been submitted for your Saint Xavier University Self-Service account. Please click the following link to change your current password.

[Reset your password](#)



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 Please enter your user name and new password.

User name

New password

Confirm new password

The proxy will fill out their User name, New password, Confirm new password and then click on **Reset Password**.



Change Password

 Your password has been successfully changed.

[Please sign in using your new password to continue.](#)

The proxy will receive this message. The proxy can then go ahead and log in using the **Please sign in using your new password to continue** link.

From the offices of...

Saint Xavier University



The proxy will also receive this email confirming the password change.

Your password has been changed.

Return to your web browser and login in with your new password.

If you have not changed your password, please respond to this email.



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