1. From your MUHUB homepage, select User Options on the left.

2. Then, click on "View/Add Proxy Access."

6. Select either "Allow Complete Access" or "Allow Select Access."
7. If you select "Allow Select Access," spend time reviewing which pieces of information you will authorize access to for your person proxy.
8. When you have finalized your selections, click the box for "I authorize the institution to disclose my information to this party," and click submit.
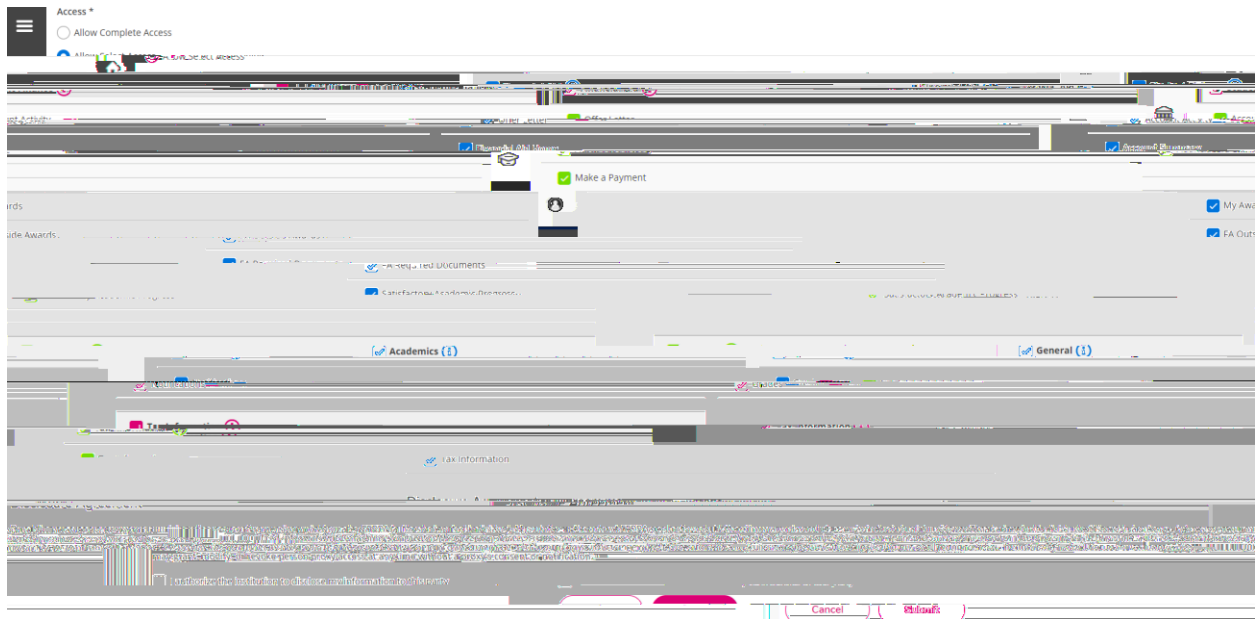
9. After submitting, you will see your active proxies listed. If you click on the pencil, you may edit access for each proxy at any time. From this page, you can also add another proxy if you would like to give access to multiple people.

10. Your new proxy user will receive an e-mail similar to the one below. Your new proxy user will also receive a separate e-mail with their temporary password. Please make sure they receive the proper communication to finalize