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

2. Then, click on “View/Add Proxy Access.”
3. Read below information in light blue about what it means to set up “person proxy access.”

4. After you understand the nature of adding person proxy access, please select “Add Another User” from the drop-down menu.

5. Enter all required information about the person to whom you are assigning proxy access.
   NOTE: The personal email address for a proxy cannot be an address that ends in "@marian.edu"

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 the person proxy access and access the authorized information on your MUHUB student account.

MUHUB Account Proxy Access from ____________ at Marian University.

Dear ____________,

You have been granted proxy access to MUHUB Account at Marian University. A copy of this email will be sent to the above student.

The following login has been created for your use at Marian University's MuHub https://hub.marian.edu

Username: __________

Your temporary password will be sent as a separate email. The password email will not be sent to the student.

If you have technical difficulties setting up your Person Proxy access at MUHUB please contact the helpdesk at 317-955-6444 Monday through Friday 7:30am to 6:30pm and Saturday 7:30am to 2:30pm EST.

If you have questions about financial aid information to which you've been granted proxy access, please contact the Office of Financial Aid at finaid@marian.edu or 317-955-6040 Monday through Friday 8:00am to 4:30pm EST.

If you have questions about billing information to which you've been granted proxy access, please contact the Business Office at busoff@marian.edu or 317-955-6020 Monday through Friday 8:00am to 4:00pm EST.

If you have questions about student grading information to which you've been granted proxy access, please contact the Registrar at regis@marian.edu or 317-955-6050 Monday through Friday 8:00am to 4:00pm EST.

Sincerely,
Marian University

*** do not reply to this email ****