Proxy Login Instructions for Parents and Guardians

What is a proxy and how does it work?

Students at Oglethorpe University are able to grant another party online access to their student account, that person is called their proxy. A proxy will only see the information that has been authorized by the student and access must be re-authorized every semester. Both the student and designated proxy will receive an email notification when re-authorization is required.

Your proxy account information will be emailed to the email address that was entered during set up. All messages regarding your proxy access will come from helpdesk@Oglethorpe.edu, Oasis-no-reply@Oglethorpe.edu, or ITS@Oglethorpe.edu.

How do I login?

If you already have a username and password for Oglethorpe University, then you will receive an email letting you know that proxy access has been added to your account. An example email is below:

> Dear Jane Petrel,
>
> You have been granted proxy access to all or part of Mr. Jon Petrel's financial account information at Oglethorpe University. If you have an existing an Oglethorpe username and password, those are also your credentials for the proxy portal. Please bookmark this link for easy access: Oglethorpe Proxy Portal.
>
> If you do not have an existing Oglethorpe username and password, your username is at the bottom of this message and your temporary password will be sent in a separate email. The first time you log into the portal, it will ask you to choose a new password. For help logging in, please contact the Help Desk at helpdesk@Oglethorpe.edu.
>
> Oglethorpe University
> IT Services Help Desk
> helpdesk@Oglethorpe.edu

Simply click on the Proxy Portal link in the email and use your existing credentials to login. If you have forgotten your username or password, there is a forgot password and forgot username links on the login page. For assistance, please send an email to ITS@Oglethorpe.edu.

Sign In

User name

👤 username

Password

🔒 •••••••

Sign In

If you do not have an account with Oglethorpe University, the username you have been assigned will appear at the very end of the above email.   You will also receive an additional email that contains your temporary password.   If needed, you can use the forgot username and forgot password links to retrieve your username and set your password.   If needed, IT Services can resend the account set up information to the email address provided by the student during set up.   We cannot provide usernames or password over the phone, nor send them to a different email address.

To set up your password for the first time:

1. Click the "Oglethorpe Proxy Portal" link in the email or go to https://oasis.oglethorpe.edu.
2. Enter the username and password provided in the emails you received.   The first time you log in you will be prompted to choose a new password.
3. Once you choose a new password, you will receive confirmation that your password has been updated and be asked to sign in using your new password.

After logging in successfully, you will be asked select the account you wish to view. If you are a proxy for more than one student, you can switch between them by clicking on the "Change User" button at the top of the page, or by clicking the "Sign out" button and choosing "Change Proxy User" from the menu that appears.