

## **KnightLine Proxy Access for SNC Students**

Proxy access allows St. Norbert College students to grant a parent, guardian or anyone else who the student would like, to authorize access to their St. Norbert College confidential records (e.g. bursar billing statement, financial aid awards, grades, etc.).

## **Frequently Asked Questions**

Any registered student has the ability to set up a proxy in KnightLine.

1. Log into "Old" KnightLine (

Ask your proxy to click the [Request Access](#) button on the Proxy Access Login page. They will immediately send an email to you with the login instructions and temporary password. An email will also be sent to your SNC email address.

The function [Request Access](#) on the authorization tab, where you select the items that you want your proxy to see, saves your selection immediately on each click.

Access to information can be removed by changing the [Request Access](#) button on the Profile tab. You should also remove all checkmarks on the Authorization tab.

You can add or delete authorization by checking or unchecking the items in the Authorization Tab found in the Proxy's profile tab.

There is no automatic notification sent to your proxy when you modify the items on the Authorization tab. If you want to notify them of any changes, click [Email Authorizations](#) in the Authorization tab.