# LEO Online Proxy Access

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**Student Login Process**

1. Log into your MIDAS account at my.odu.edu

2. Click on LEO Online

3. On the Main Menu, click Proxy Access

   Proxy Access
   Assign and maintain access for others to view your information.

4. On the Proxy Access Menu, click Proxy Management

   Proxy Management
   Add proxy access to selected LEO Online pages. Anyone with a valid email address can be added as a proxy.

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**Student Proxy Management – Add Proxy**

1. Click Add Proxy

   ![Add Proxy](image)

2. Complete the required fields

   * - indicates a required field.
   
   **First Name**
   **Last Name**
   **E-mail Address**
   **Verify E-mail Address**

3. Click Add Proxy

   ![Add Proxy](image)
1. Click Expand next to the Proxy you want to update the profile for
   - Expand

2. Update the Relationship (required)
   - Relationship*: Parent or Legal Guardian

3. Enter a Description for the Proxy (optional)
   - Description

4. Enter a Passphrase for the Proxy (optional). The Passphrase allows you to specify a word or phrase the Proxy can use to identify themselves to University staff and discuss items you have authorized
   - Passphrase
     - a. If you define a Passphrase, click Email Passphrase

5. Enter the Start and Stop Dates. The default is six months
   - Start Date (MM/DD/YYYY)*: 07/14/2015
   - Stop Date (MM/DD/YYYY)*: 01/10/2016
Student Proxy Management – Update Proxy Authorizations

1. Click Expand next to the Proxy you want to update the profile for
   \(\text{Expand}\)

2. Click the Authorization tab
   \(\text{Authorization}\)

3. Check or uncheck any box. Updates will be immediate
   - View Student Address
   - View Student Schedule
   - View Student Grades
   - View Student Bill
   - View Student Transcript

4. To view what your Proxy will see, click on any of the items

Student Proxy Management – Delete Proxy Relationship

1. Click Expand next to the Proxy you want to update the profile for
   \(\text{Expand}\)

2. Click Delete Proxy Relationship
   \(\text{Delete Proxy Relationship}\)
Proxy Login Process – First Time

1. Click on the link in the first email you receive

2. Enter the Action Password from the email
   
   **Action Password**
   

3. Click Submit
   
   [Submit]

4. Enter the required information
   
   Enter e-mail address
   *
   Enter Old PIN
   *
   Enter New PIN
   *
   Validate PIN
   *

5. Click Save
   
   [Save]
6. **Update your Proxy Profile**

   **Proxy Profile**
   Please keep your LEO Online proxy information up-to-date.
   
   * - indicates a required field.

   **Salutation**

   **First Name** * Albert
   **Middle Name**
   **Last Name** * McDaniels
   **Name Suffix**
   **Parent Email Address** amcdaniels@email.com
   **Address**
   **Parents Phone Area Code**
   **Parents Phone Number**
   **Parents Address Line 1**
   **Parents Address Line 2**
   **Parents Address Line 3**
   **City**
   **State** Not Applicable

7. **Click Save**
   
   ![Save Button]
1. Click on the student’s named tab. If you are the proxy for multiple students, they each will have their own tab

   [Image: WILLIAM MCDANIELS]

2. Click on any page to view the student’s information. Note you may not have every page shown below. Only those pages authorized by the student will be visible

   Parent Access for WILLIAM MCDANIELS
   View Student Address
   View Student Schedule
   View Student Grades
   View Student Bill
   View Student Transcript