**Granting Proxy** allows HCCC permission to speak to a family member or guardian of your choice about your student records. Hudson County Community College believes each student is responsible for managing their own academic record along their educational journey. Some instances may call for you to designate proxy access for the duration of your time at HCCC or a specific time period. **Please follow the instructions below carefully.**

How to grant proxy access:

1. Login to your HCCC Student Self Service portal.

2. Navigate to the upper left icon with 3 horizontal lines. Click on the icon. The dropdown menu will appear.
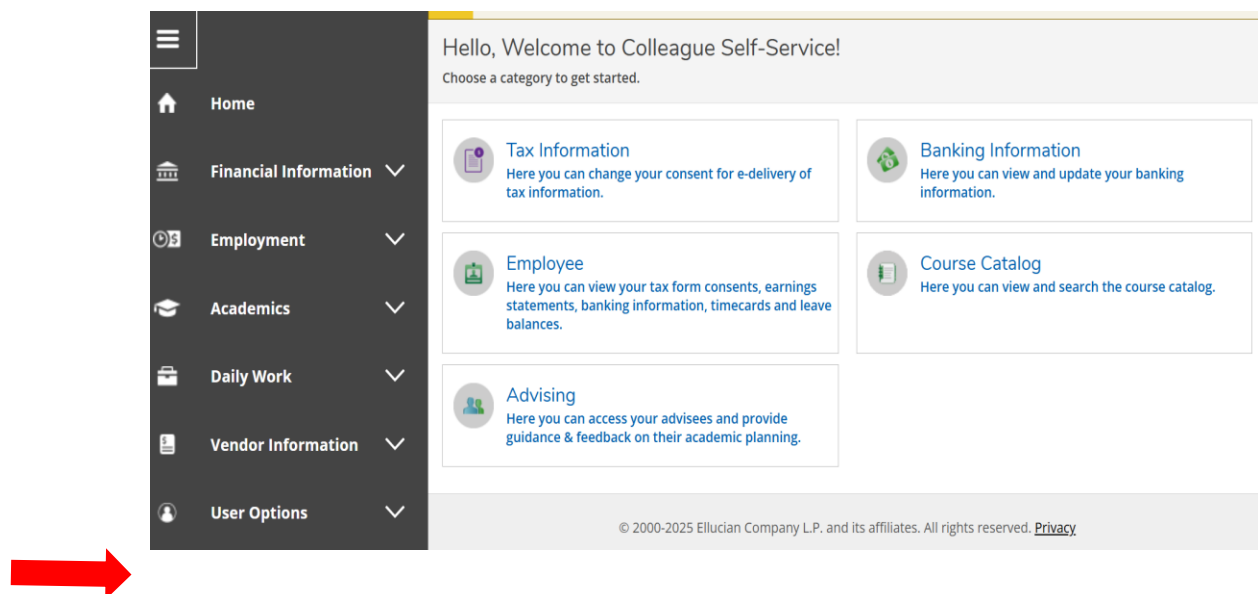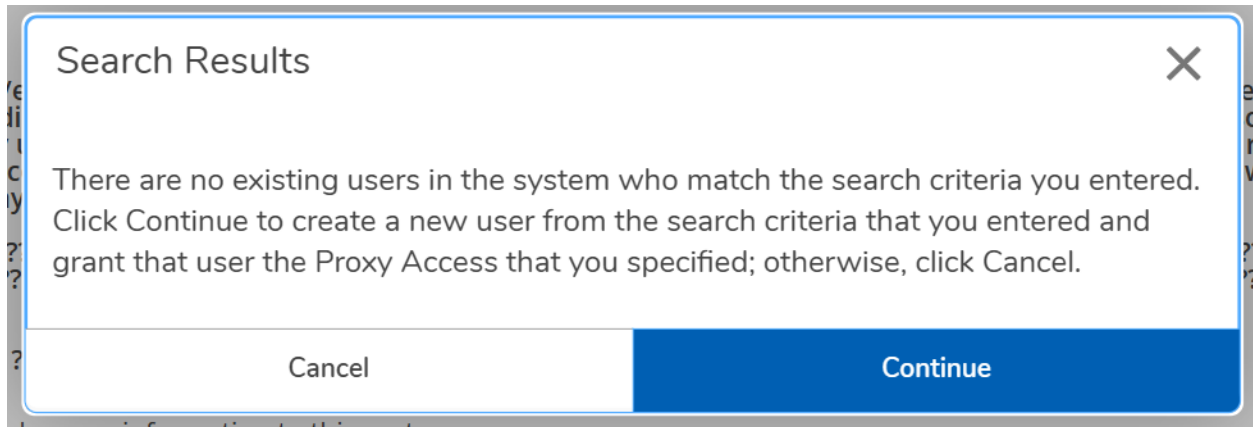
3. Click on "User Options". Another dropdown menu will appear. Choose "View/Add Proxy Access". This leads to the proxy access page
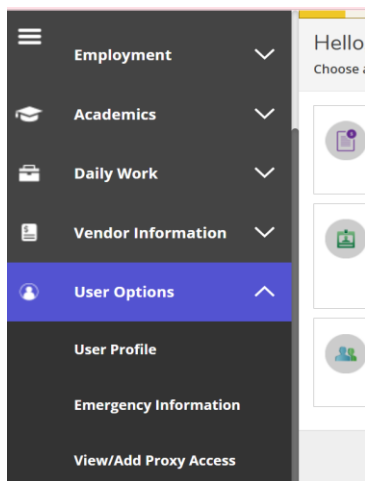
4. Navigate to the bottom of the page. Select a proxy from the dropdown menu. If there are no current users, click on "Add another user". The "add another user" page will ask you to fill out all the required personal information and which access you would like to grant to the user.
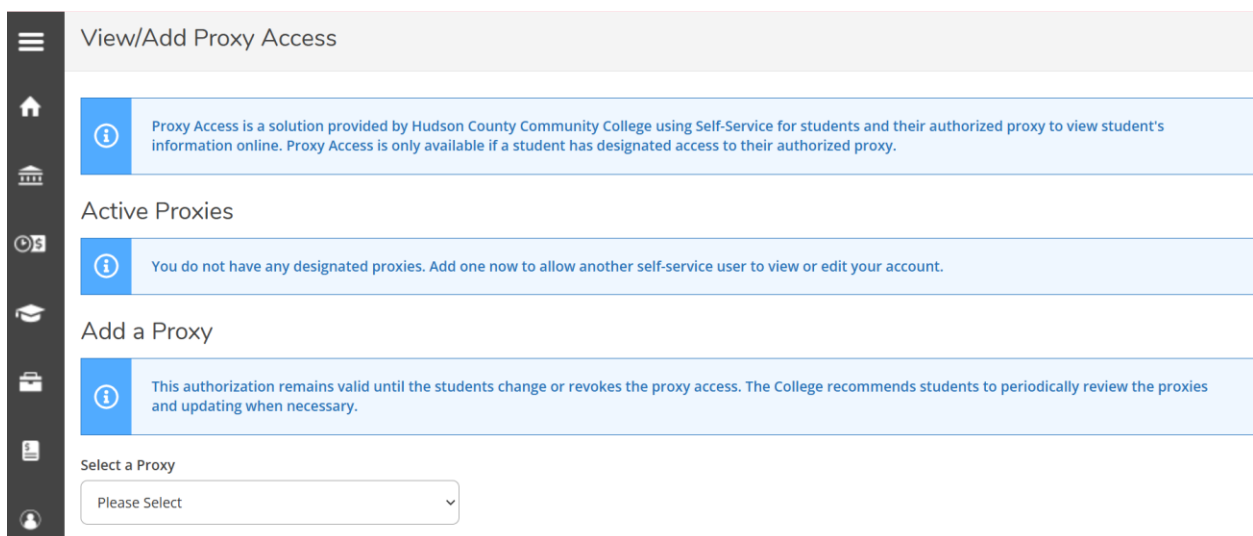
5. Once complete, you will receive this message below. Press the "continue" option. Proxy access instructions will be sent to the new user. Follow the next step for instructions on how to set up a user account with proxy access.

Search Results ✕

There are no existing users in the system who match the search criteria you entered. Click Continue to create a new user from the search criteria that you entered and grant that user the Proxy Access that you specified; otherwise, click Cancel.

Cancel   Continue

Once proxy access has been granted:

As a new Proxy user, you will receive two emails

- New Proxy Identity Email with login information

    Dear YOUR NAME,

    You have been granted proxy access to STUDENTS's account at Hudson County Community College.

    The following login has been created for your use at Hudson County Community College. Your temporary password will arrive by a separate email.
    Username:

- New Proxy Identity Email temporary password