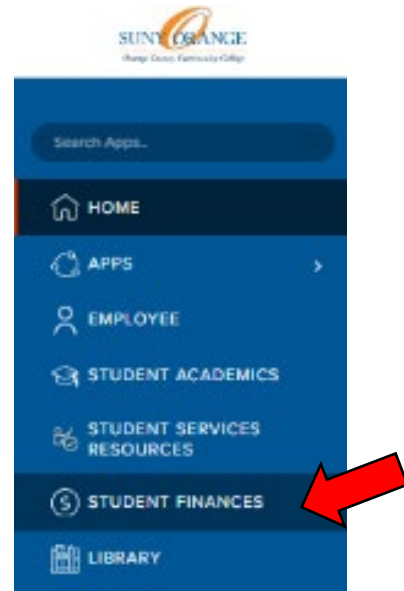


## Setting up a Proxy

To receive information regarding your student account over the phone you will need to set a Proxy passphrase/password for yourself. If you wish someone else to be able to receive information about your student account over the phone, you will also need to set up a Proxy passphrase/password for that individual.

### To set up a Proxy:

1. Log into your My SUNY Orange portal
2. Select the \$/Student Finances in the left menu (blue)
3. Click "Proxy Authorization"



### Student Finances

#### My Account

- My Account Statement, Make a Payment and Payment Plan

**Please Note:** If you have a -0- balance or a credit balance (-/overpayment) on your account, you will not see a balance listed on the Overview Summary Page; however, you can view your balance details by selecting the "Activity Details" tab.

#### Important Messages and Reminders

Fall 2024 Bookstore Credit Dates:	
First day to use bookstore credit:	08/16/2024
All bookstore credit ends:	09/06/2024

During this time, students can create an account with the bookstore or log into an existing bookstore account to view their available credit (if eligible)

#### Bookstore Credit Process

[How to access Book Credit:](#)

1. Students must first complete a [Title IV Authorization Form for NON-INSTITUTIONAL CHARGES](#).
2. Students who have excess Title IV financial aid will be notified by the Bookstore via the student's SUNY Orange e-mail account confirming their eligibility and dollar amount available.

- For additional information, please visit: <https://sunyorange.edu/studentaccounts/faqs.html>

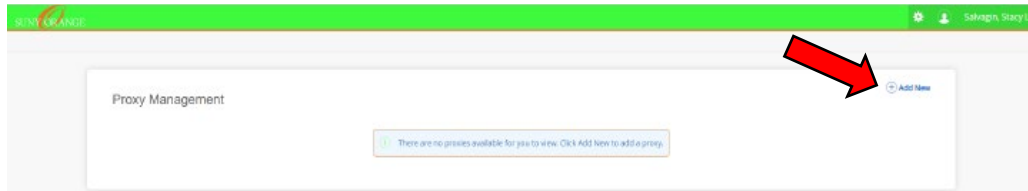
#### Student Accounts Information

- Student Accounts Office Home Page
- Tuition and Fees
- Payment Options
- Choose How To Receive
- Proxy Authorization

This will bring you to the “Proxy Management” page.

To set up a Proxy:

- Click “Add New” in the upper right-hand corner



This will bring you to the “Proxy Information” page.

**Here you will enter the proxy information for the individual you are setting up as a proxy, either yourself, a parent/guardian or other.**

Enter the:

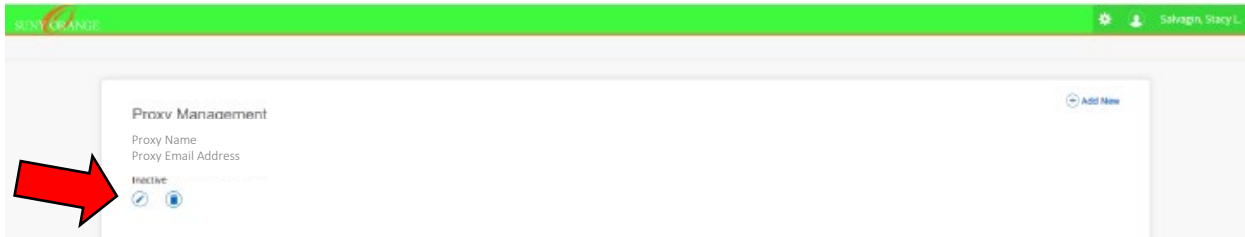
- Proxy’s “First and Last Name”
- Proxy “E-mail”
- Relationship
  - o Other
  - o Parent/Guardian
  - o Self
- Start Date and Stop Date will auto populate, for approximately 10 years. However, please note the Stop Date, can be changed at any time, to either end the proxy’s access or to extend the date of access.
- Description is optional, and intended as a hint of the password.
- Passphrase – The student will select the passphrase/password while setting themselves up, as well as a parent/guardian or other.
- Authorizations:
  - o There is only one Authorization option for: Student Information (This may be selected by either choosing “Select All” or “Student Information”)
- Click “Submit”

After submitting the Proxy information, you will be brought back to the “Proxy Management” Screen

Please Note: “**Inactive**” will show below all proxy’s, please disregard.

Here you will email your parent/guardian or other individual the proxy password your selected, by:

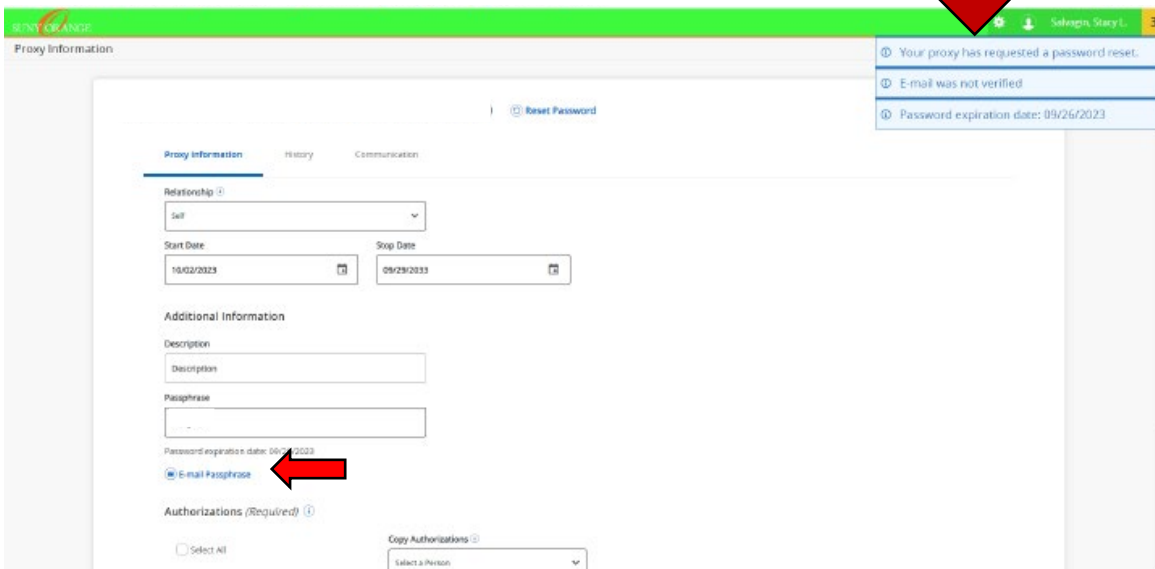
- Selecting the pencil icon shown below



This will take the student back to the “Proxy Information” page.

Please ignore the **blue error messages**.

Click “E-mail Passphrase,” do not click “E-mail Authorization” at the bottom.



Once, these steps have been complete the Proxy passphrase/password(s) have been set up. If you need to call the college for information regarding your student account, please have your Proxy passphrase/password available.