



**ATHENS STATE**  
**UNIVERSITY**

**MyAthens Self Service  
Informational Guide**

*Effective October 2023*



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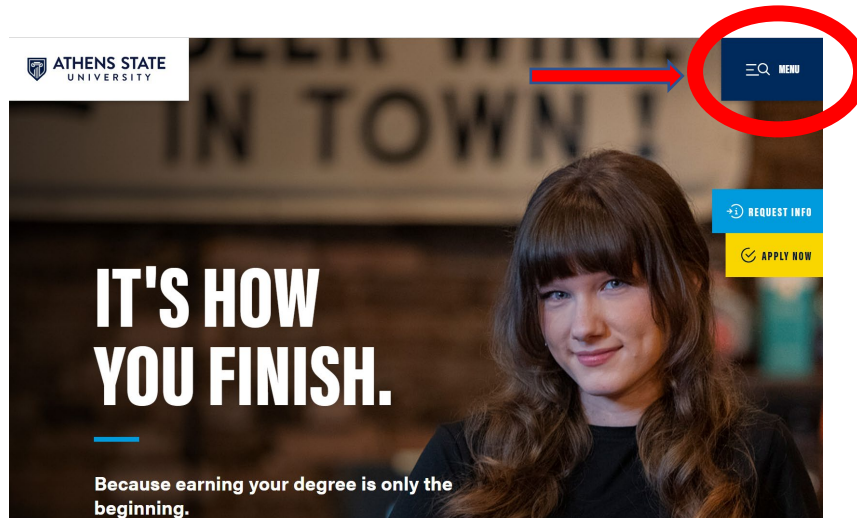


# MyAthens Self Service Information Guide

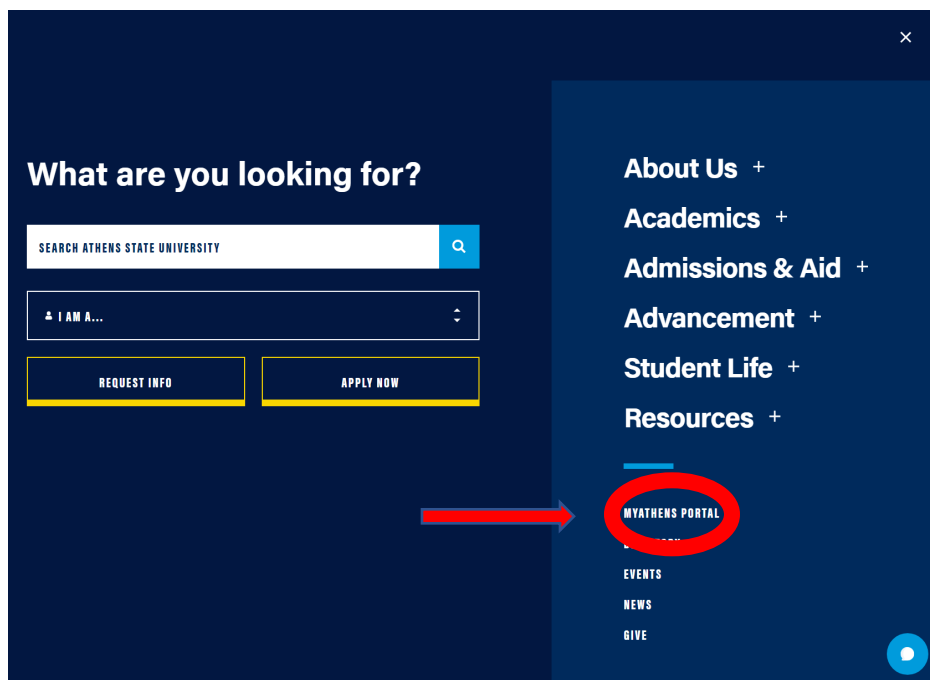
## Getting Started

This guide will demonstrate a few of the more commonly used tools available to you through MyAthens Self Service. Following are examples of how to use these tools. Please explore the system to discover the techniques that best fit your individual needs.

To access **MyAthens Self Service**, you must first go to the **Athens State University Portal**. You may do this from our website, [www.athens.edu](http://www.athens.edu) or by downloading the MyAthens app from a mobile device. Click on the MENU search (magnifying glass).



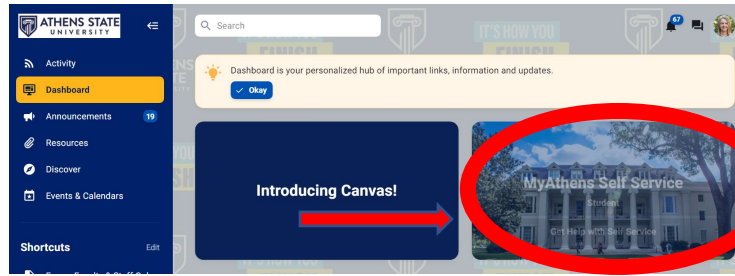
Then select **MYATHENS PORTAL**, as demonstrated below.





# MyAthens Self Service Information Guide

Once in the Athens State University Portal, click on the “MyAthens Self Service” widget.



Click on “Student”. The next screen you should see is your **Student Profile** Dashboard. The student profile provides an overall view of your record at Athens State University.

View your Name and Student ID Number here.

Student - Student Profile

Student Profile - Sally Sample [REDACTED]

Term: Fall 2023 Current term | Standing: Good Standing, as of Summer 2010 | Overall Hours: 172.566 | Overall GPA: 3.46 | Registration Notices: 4 | Holds: 1

**Bio Information**

Email: [REDACTED]  
 Phone: Not Provided  
 Gender: Female  
 Date of Birth: 07/30  
 Ethnicity: Not Hispanic or Latino  
 Race: White  
 Citizen: Yes  
 Citizenship: U.S. Citizen  
 Emergency Contact: Sample, Sam  
 Emergency Phone: 256 1112222

**General Information**

Level: Undergraduate  
 Class: Senior  
 Status: ReAdmission  
 Student Type: Readmit  
 Residency: In-State Resident  
 First Term Attended: Fall 2007  
 Last Term Attended: Summer 2010

**Graduation Information**

Graduation Applications: Active(1)  
 Awarded Degree: Bachelor of Science  
 Term: Summer 2010  
 Date: 08/28/2010

**Advisors**

Primary / Major Advisor: [Stacie Phillips Hughes](#)

**CURRICULUM, HOURS & GPA**

Primary Secondary Hours & GPA

**Degree:** Bachelor of Science  
**Level:** Undergraduate  
**Program:** Bachelor of Science  
**College:** College of Business  
**Major:** Accounting (with minor)  
**Department:** Not Provided  
**Concentration:** Not Provided  
**Minor:** Human Resource Management  
**Admit Term:** Fall 2023  
**Catalog Term:** Summer 2023

**REGISTERED COURSES**

Course Title	Details	CRN	Hours	Registration Status	Instructor
Management Information Syste...	AC 302 0	10025	0	Withdrawal	Robert Edward Davis Jr
Fundamentals of Accounting I	AC 305 0	10073	3	Web Registration	Tracy Townsel Minor
Law for Accountants	AC 312 0	10083	3	Web Registration	Sally Sample
Managerial Accounting	AC 315 0	10778	3	Web Registration	Shelia H. Hammon

Total Hours | Registered Hours: 9 | Billing Hours: 12 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 19

If you have any holds or registration notices on your account, you may view them here. If the number is 0, then you do not have any current holds or registration notices. Click the number to view details.

Student - Student Profile

Student Profile - Sally Sample [REDACTED]

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Primary Secondary Hours & GPA

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**Program:** Bachelor of Science  
**College:** College of Business  
**Major:** Accounting (with Minor)  
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**Concentration:** Not Provided  
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Law for Accountants	AC 312 0	10083	3	Web Registration	Sally Sample
Managerial Accounting	AC 315 0	10778	3	Web Registration	Shelia H. Hammon

Total Hours | Registered Hours: 9 | Billing Hours: 12 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 19




# MyAthens Self Service Information Guide

In the section next to the silhouette, you may view your Athens State E-Mail address and other biographical information, such as your phone number, date of birth, etc. (If your phone number or emergency contact is incorrect, please see [pages 15-18](#) of this document for directions on how to update.) You can also view general information, graduation information and assigned advisors.

Student Profile - Sally Sample

Term: Fall 2023 Current term | Standing: Good Standing, as of Summer 2010 | Overall Hours: 172.566 | Overall GPA: 3.46 | Registration Notices: 4 | Holds: 1



Sally Sample

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- Academic Transcript
- Application to Graduate
- View Application to Graduate
- Registration and Planning
- View Grades

**Bio Information**

Email: [Redacted]  
 Phone: Not Provided  
 Gender: Female  
 Date of Birth: 07/30  
 Ethnicity: Not Hispanic or Latino  
 Race: White  
 Citizenship: Yes  
 U.S. Citizen: U.S. Citizen  
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Primary / Major Advisor: [Stacie Phillips Hughes](#)

**CURRICULUM, HOURS & GPA**

Primary | Secondary | Hours & GPA

Degree: Bachelor of Science  
 Level: Undergraduate  
 Program: Bachelor of Science  
 College: College of Business  
 Major: Accounting (with Minor)  
 Department: Not Provided  
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 Minor: Human Resource Management  
 Admitt Term: Fall 2023  
 Catalog Term: Summer 2023

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Course Title	Details	CRN	Hours	Registration Status	Instructor
Management Information Syste...	AC 302 0	<a href="#">10025</a>	0	Withdrawal	<a href="#">Robert Edward Davis Jr</a>
Fundamentals of Accounting I	AC 305 0	<a href="#">10073</a>	3	Web Registration	<a href="#">Tracy Townsend Minor</a>
Law for Accountants	AC 312 0	<a href="#">10083</a>	3	Web Registration	<a href="#">Sally Sample</a>
Managerial Accounting	AC 315 0	<a href="#">10779</a>	3	Web Registration	<a href="#">Sheila H. Hammon</a>

Total Hours | Registered Hours: 9 | Billing Hours: 12 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 19

The left-hand menu panel of your Student Profile allows you to navigate various helpful student information resources.

Student Profile - Sally Sample

Term: Fall 2023 Current term



Sally Sample

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- Academic Transcript
- Application to Graduate
- View Application to Graduate
- Registration and Planning
- View Grades
- Degree Works Audit and Evaluation
- Financial Aid
- Student Accounts, Payments, Payment Plans, & Refunds Portal
- Student Account Summary
- Student Account Detail by Term
- Tax Notification (1098-T)
- Statement and Payment History
- My Profile (Personal Information)
- Proxy Management
- Request for Change of Program

**Bio In**  
 Email:  
 Phone:  
 Gender:  
 Date of Birth:  
 Ethnicity:  
 Race:  
 Citizen:  
 U.S. Citizen:  
 Emergi:  
 Emergi:

**Gener**  
 Level:  
 Class:  
 Status:  
 Student:  
 Reside:  
 First Te:  
 Last Te:

**Gradu**  
 Graduat  
 Awarded  
 Term:  
 Date:

**Advis**  
 Advisor



# MyAthens Self Service Information Guide

**Curriculum and Courses** will display your academic information, such as, Degree, Level, Program, College, Major, Minor, Concentration, Catalog Year, etc. for your primary and secondary degree. You may also view your Hours and GPA. If you are registered for the selected semester, your registered courses will appear beneath the curriculum, hours and GPA.

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**Degree:** Bachelor of Science  
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**Concentration:** Not Provided  
**Minor:** Human Resource Management  
**Concentration:** Not Provided  
**Admit Term:** Fall 2023  
**Catalog Term:** Summer 2023

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Fundamentals of Accounting I	AC 305 0	10073	3	Web Registration	Tracy Townsel Minor
Law for Accountants	AC 312 0	10083	3	Web Registration	Sally Sample
Managerial Accounting	AC 315 0	10778	3	Web Registration	Shella H. Hammon

Total Hours | Registered Hours: 9 | Billing Hours: 12 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 19

**Prior Education and Testing** displays other Post-Secondary information (where did you transfer from), as well as, any testing scores, such as PRAXIS, etc.

Student Profile - Sally Sample

Term: Fall 2023 Current term | Standing: Good Standing, as of Summer 2010 | Overall Hours: 172.566 | Overall GPA: 3.46 | Registration Notices: 4 | Holds: 1

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 Date: 08/28/2010

**Advisors**  
 Primary / Major Advisor: [Stacie Phillips Hughes](#)

**PRIOR EDUCATION**

Secondary Education  
 No data available.

Post Secondary Education

School Name	Degree Description...	Attended Dates	Reported Hours	GPA
Northwest Shoals Comm Coll	Undeclared			3.666

**TESTING** Records 2

Description	Score	Date	Source
Business Post-Exam	42	08/16/2010	
Business Pre-Exam	12	08/25/2007	

**Additional Links** allows the user to view other details, such as, Academic Transcript, Application to Graduate, View Application to Graduate, Registration and Planning, View Grades, Degree Works Audit and Evaluation, Financial Aid, Student Accounts, Payments, Payment Plans & Refunds Portal, Student Accounts Summary, Student Account Detail by Term, Tax Notification, Statement and Payment History, My Profile (Personal Information), Proxy Management, Request for Change of Program, etc.

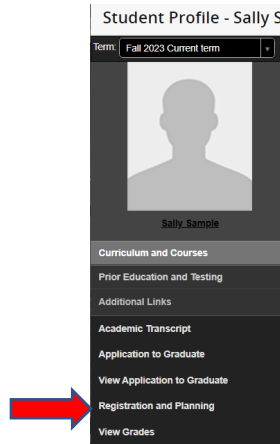


# MyAthens Self Service Information Guide

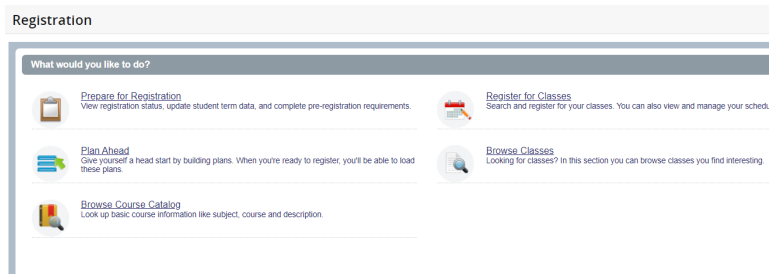
## How to Register for Classes

**Registration and Planning** allows students a way to both prepare for registration and register for courses.

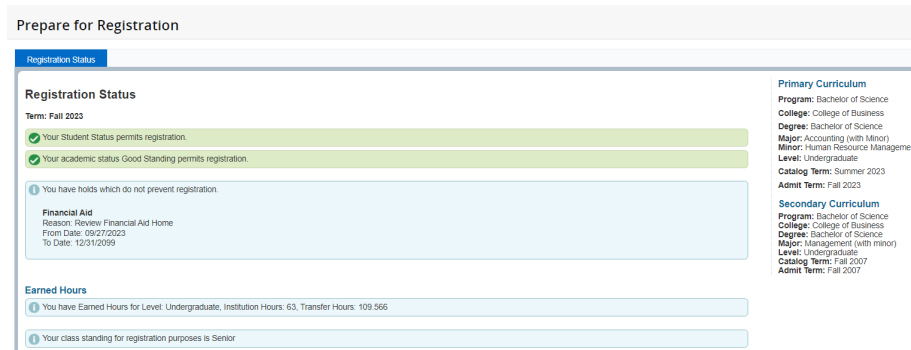
From your Student Profile, on the left-hand menu panel, select **Registration and Planning**.



From the landing page, you can prepare for registration, register for classes, plan ahead, view your past schedules and browse for classes and throughout the course catalog.



By selecting “**Prepare for Registration**” and your term of registration, you can see your registration status for that selected term. If you have any holds, they will be listed. You are also able to view your total earned hours and your class standing, as well as, your primary curriculum (current major), etc.

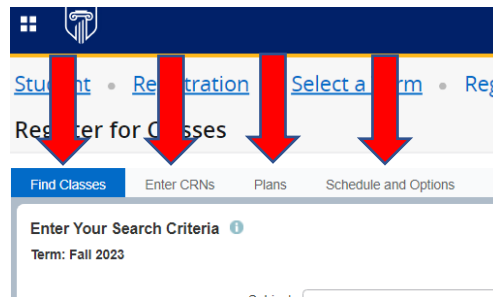




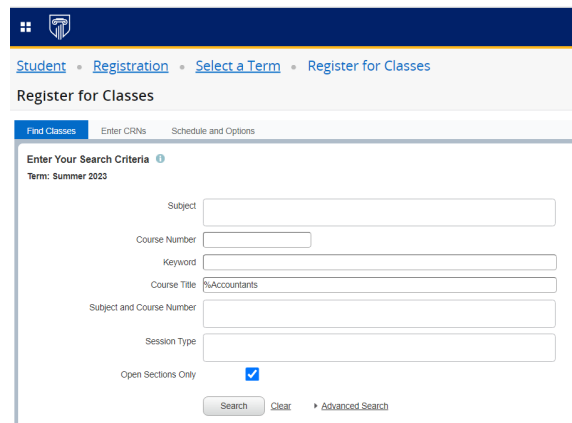
# MyAthens Self Service Information Guide

By selecting “**Register for Classes**”, you will be prompted to enter the term for which you wish to register. There are **4 tabs** to assist in your registration experience.

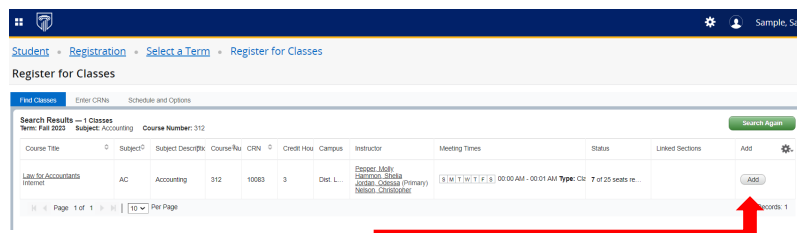
- “**Find Classes**” – Use this option to search the schedule for specific classes.
- “**Enter CRNs**” – Use this option if you already know the CRNs of the courses you want to take.
- “**Plans**” – This option coincides with your Degree Works Map.
- “**Schedule and Options**” – This option allows a view of your detailed schedule.



If searching for a specific class/CRN, stay on the **Find Classes** tab. You may perform a search or advanced search of the schedule of classes. In the below example, I want to register for Law for Accountants so I'll search for %Accountants in the Course Title and check the box for Open Sections Only.



My search resulted in the following course.



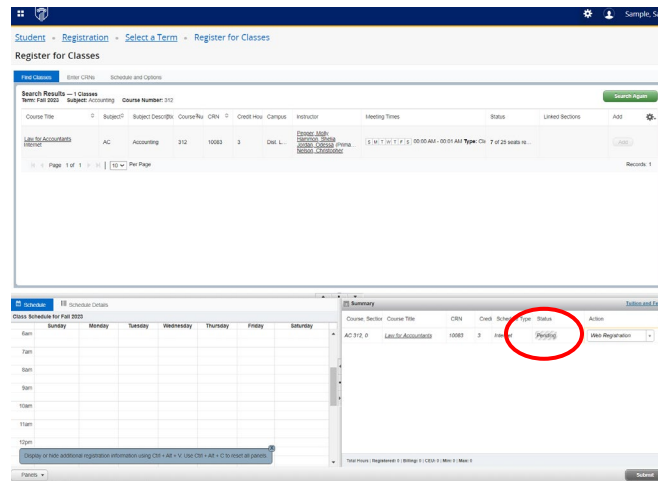
If I want to register, I simply click on the Add button

Once the class has been added, the dashboard will include two more windows that include a section for my schedule and schedule detail, as well as, the summary.

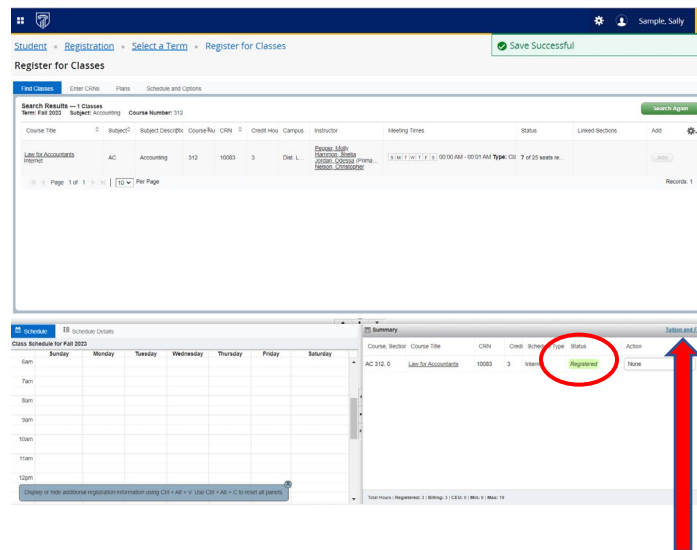




# MyAthens Self Service Information Guide



If you are finished with your registration, **BE SURE TO CLICK SUBMIT**. You are not completely registered until the submission button has been selected. (Notice that before clicking Submit, the status is showing as Pending above. In the lower scenario, the status has now changed to Registered. If for any reason, you are ineligible to register for a section, a message will be displayed.



Once registered, you may click the **Tuition and Fees** hyperlink that is shown in the above snip to view charges generated by registration.

Another way to register is by selecting the tab for **“Enter CRNs”**. If you already know the exact CRN for the particular course you wish to take, you can simply enter that CRN and then click Add to Summary. As in the steps before, you must click Submit to finalize the registration for the course. If for any reason, you are ineligible to register for a section, a message will be displayed.



# MyAthens Self Service Information Guide

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

## Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

### Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2023

CRN 10011 Pathways to Success - ED UNV 300ED, 0

CRN

[+ Add Another CRN](#) [Add to Summary](#)

---

### Summary

Course, Sector	Course Title	CRN	Credi	Schedule Type	Status	Action
UNV 300ED, 0	Pathways to Success - ...	10011	3	Internet	Pending	Web Registration
AC 312, 0	Law for Accountants	10083	3	Internet	Registered	None
AC 302, 0	Management Informati...	10025	0	Internet	Withdrawn	None

Total Hours | Registered: 3 | Billing: 6 | CEU: 0 | Min: 0 | Max: 19

[Submit](#)

A third option for registration is registering by using your **Map from Degree Works**. Click on the third tab, titled **“Plans”**.

If a Map has been prepared by an advisor for you, the course choice(s) should appear when selecting the Plans tab.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

## Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

### Register from a plan.

Term: Fall 2023

Plan: Fall 2023 registration

Critical	Title	Details	Hours	Delivery	Choice Group	Choice Description	Attribute Summary	Note	Course Sections	Add
	Fundamentals of Accounting I	AC 305	3		1 Preferred	Selected: AC 305			<a href="#">View Sections</a>	
	Managerial Accounting	AC 315	3		2	AC 315			<a href="#">View Sections</a>	

Records: 2

Click on View Sections to select the particular section of the course you wish to register.



# MyAthens Self Service Information Guide

## Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Return to Plan | Search Results — 2 Classes | Term: Fall 2023 | Subject and Course Number: AC305 | Search

Course Title	Subject	Subject Description	Course Nu	CRN	Credit Hou	Campus	Instructor	Meeting Times	Status	Linked Sections	Add
Fundamentals of Accounting I Internet	AC	Accounting	305	10073	3	Dist. L...	Pepper, Molly Hannan, Stella Nelson, Christopher Minor, Tracy (Primary)	S M T W T F S   00:00 AM - 00:01 AM	Type: Cla	5 of 30 seats re...	Add
Fundamentals of Accounting I Internet	AC	Accounting	305	10075	3	Dist. L...	Pepper, Molly Hannan, Stella Nelson, Christopher Tilman, Amanda (Prim...	S M T W T F S   00:00 AM - 00:01 AM	Type: Cla	7 of 30 seats re...	Add

Page 1 of 1 | 10 Per Page | Records: 2

Click on Add to select the course and add it to your pending registration.

Selected courses should now show as Pending. Click Submit to officially register for the courses.

Summary | Tuition and Fees

Course, Section	Course Title	CRN	Credi	Schedule Type	Status	Action
AC 315, 0	Managerial Accounting	10778	3	Internet	Pending	Web Registration
AC 305, 0	Fundamentals of Acco...	10073	3	Internet	Pending	Web Registration
AC 312, 0	Law for Accountants	10083	3	Internet	Registered	None
AC 302, 0	Management Informati...	10025	0	Internet	Withdrawn	None

Total Hours | Registered: 3 | Billing: 6 | CEU: 0 | Min: 0 | Max: 19

Submit

Once submit has been clicked, the status should change to Registered, unless there is an issue such as the class is closed or you do not meet the pre-requisite, etc. If for any reason, you are ineligible to register for a section, a message will be displayed.

Summary | Tuition and Fees

Course, Section	Course Title	CRN	Credi	Schedule Type	Status	Action
AC 315, 0	Managerial Accounting	10778	3	Internet	Registered	None
AC 305, 0	Fundamentals of Acco...	10073	3	Internet	Registered	None
AC 312, 0	Law for Accountants	10083	3	Internet	Registered	None
AC 302, 0	Management Informati...	10025	0	Internet	Withdrawn	None

Total Hours | Registered: 9 | Billing: 12 | CEU: 0 | Min: 0 | Max: 19

Submit



# MyAthens Self Service Information Guide

A fourth tab is titled “**Schedule and Options**”. This tab displays courses for which you have already registered. The display is the same as that found in “**View Registration Information**”.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Register for Classes

Find Classes | Enter CRNs | Plan | **Schedule and Options**

#### Summary

Term: Fall 2023

Course, Section	Course Title	CRN	Credit Hours	Schedule Type	Level	Date	Status	Message
AC 305, 0	Fundamentals of Accounting I	10073	3	Internet	Undergraduate	10/03/2023	Registered	Web Registration10/...
AC 312, 0	Law for Accountants	10083	3	Internet	Undergraduate	09/27/2023	Registered	Web Registration09/...
AC 302, 0	Management Information Systems	10025	0	Internet	Undergraduate	09/27/2023	Withdrawn	Withdrawal09/27/2023
AC 315, 0	Managerial Accounting	10778	3	Internet	Undergraduate	10/03/2023	Registered	Web Registration10/...

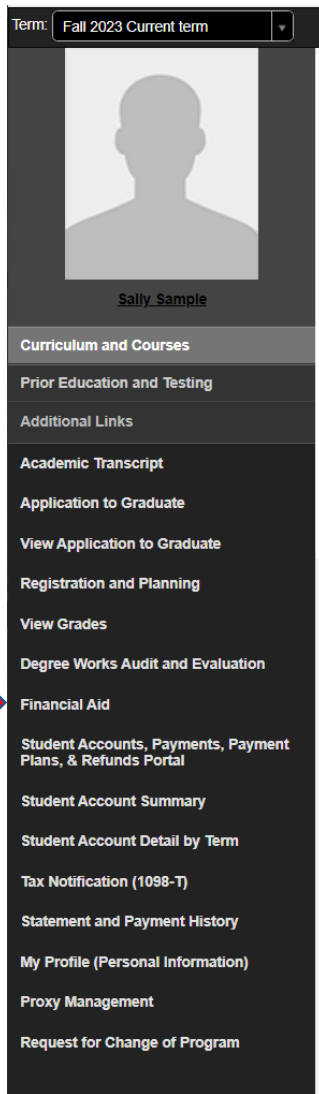
Records: 4

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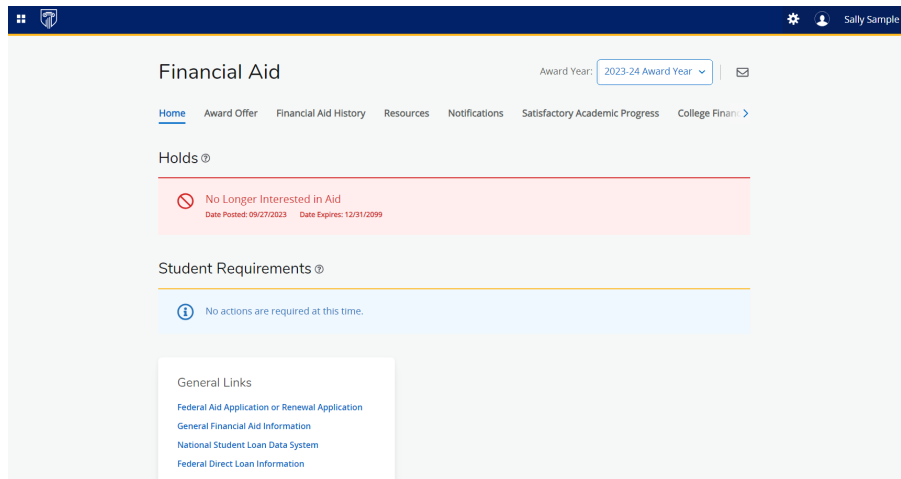


# MyAthens Self Service Information Guide

## How to View Financial Aid Information



Clicking on the Financial Aid hyperlink will allow you to view your Financial Aid dashboard, if applicable.






# MyAthens Self Service Information Guide

## How to View Student Account Information

Each of the hyperlinks for Student Accounts will allow you to view your personal account information, make payments, view account summary, tax notifications, etc.

Term: **Fall 2023 Current term**



**Sally Sample**

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- Academic Transcript
- Application to Graduate
- View Application to Graduate
- Registration and Planning
- View Grades
- Degree Works Audit and Evaluation
- Financial Aid
- Student Accounts, Payments, Payment Plans, & Refunds Portal**
- Student Account Summary
- Student Account Detail by Term
- Tax Notification (1098-T)
- Statement and Payment History
- My Profile (Personal Information)
- Proxy Management
- Request for Change of Program

Please select a term to pay and click Submit button below to continue to Nelnet payment portal

--Select Term--

Submit

Account Summary

View By Overview

Review summarized charges and payments to your account. Anticipated third party contract payments, financial aid payments, and

Current Amount Due as of 10/09/2023 \$4,343.88

Account Balance \$4,343.00

Detail Code	Description	Charge	Payment	Balance
AXSS	Athens Address	\$272.88		\$272.88
DKCT	Bookstore Charges	\$5,966.55		\$5,966.55
RDH+	Board Jurors Fee	\$15.00		\$15.00
DISP	Distance Learning Fee	\$50.00		\$50.00
FDCI	Facilities Rental Fee	\$507.00		\$507.00
GRAD	Graduation Fee	\$150.00		\$150.00
LAB	Lab Fee	\$50.00		\$50.00
LUTE	Late Deposition Fee	\$35.00		\$35.00
NICH+	Non-traditional Technology Fee	\$50.00		\$50.00
NTUL	Non-traditional Tuition Rate	\$3,912.00		\$3,912.00

Tax Notification

Tax Year: 2010

A representation of the Tuition Statement form 1098-T is shown below. This important tax information will be sent to you and

Form 1098-T

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number <b>Athens State University</b> 300 North Beatty St Athens AL 35611 United States of America (256) 2338100 Ext. 303	1. Payments received for qualified tuition and related expenses <b>\$</b>	<b>2010</b>  <b>Tuition Statement</b>
2. Amounts billed for qualified tuition and related expenses <b>\$1,678.00</b>	Form <b>1098-T</b>	

FILER'S federal identification no. STUDENT'S taxpayer identification no. 3 If this box is checked, your educational institution changed its reporting method for 1098-T

Statement and Payment History

Statement | Payment History | Unbilled

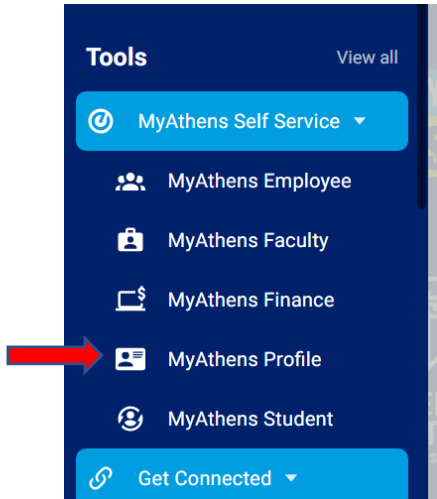
There are no Statements available for review.



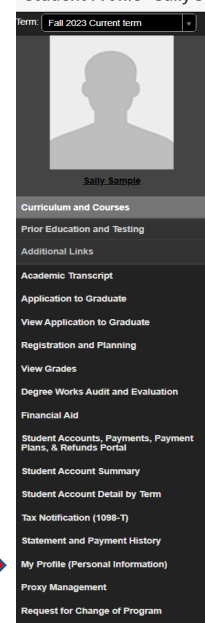
# MyAthens Self Service Information Guide

## How to Update Personal Information

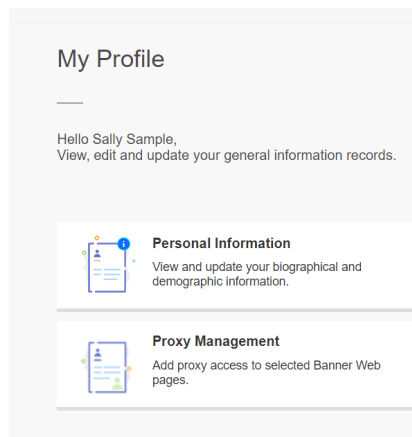
Select **MyAthens Profile** from the Portal **or** by clicking on **MyProfile (Personal Information)** from the Student Profile page.



OR



MyAthens Profile will allow you to update your personal information and establish proxy management.



By clicking on **“Personal Information”** you are able to access the biographical data that you submitted to Athens State University upon application for admission to the University. A quick view of your personal details, email, phone number, address, and emergency contact are available. Feel free to edit your contact information such as your personal email address, mailing/permanent address, phone numbers, and emergency contact information.



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My Profile • Personal Information

**Sally Sample**  
ID Number: [REDACTED]  
[REDACTED]  
300 N Beaty St, Athens, Alabama 35611-1902  
[REDACTED]

**Personal Details**

<b>First Name</b> Sally	<b>Middle Name</b> -	<b>Last Name</b> Sample
<b>Date of Birth</b> [REDACTED]	<b>Legal Sex</b> Female	<b>Preferred First Name</b> -

**Email** [+ Add New](#)

**Address for ASU communications (Preferred)** [+ Add New](#)  
[REDACTED]  
New Official Staff Email (Not Updateable)

**Home Address** [+ Add New](#)  
[REDACTED]

**Phone Number** [+ Add New](#)

**Cellular Phone**  
[REDACTED]

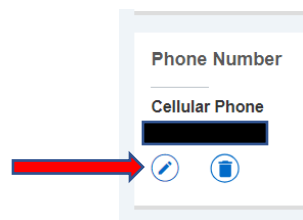
**Address** [+ Add New](#)

**Mailing**  
Current  
09/27/2023 - (No end date)  
300 N Beaty St  
Athens  
Alabama 35611-1902

**Emergency Contact** [+ Add New](#)

1. Sam Sample  
Phone: 256 1112222  
Email:  
300 N Beaty St  
Athens  
Alabama 35611-1902

You may edit your email address, phone number, mailing and/or permanent address and emergency contact. Make your edits by clicking on the pencil and then entering the updated information.



If editing your phone number, be sure to list your area code in the first box and the remaining seven (7) numbers in the second box, as shown in the example below. Click "Update" to save your edits.





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Edit Phone Number ✕

Phone Type  
Permanent

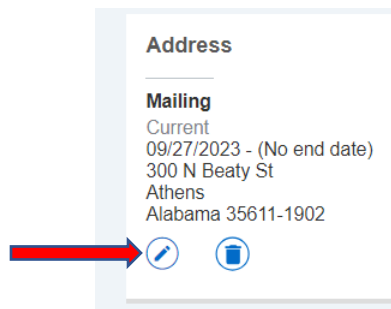
Phone Number

International Access Code and Phone Number

Primary  Unlisted

Cancel Update

You may update your mailing or permanent address by clicking on the editing pencil.



A box similar to the below example should appear.

Edit Address ✕

Type of Address: Permanent

Valid From: 09/29/2021

Valid Until: MM/dd/yyyy

Address Line 1: 300 N Beaty St

Address Line 2: Enter Address Line 2

Address Line 3: Enter Address Line 3

Address Line 4: Enter Address Line 4

City: Athens

State/Province: Alabama

County: AL-Limestone

Zip/Postal Code: 35611-1902

Country: Not Applicable

Cancel Update

In order to change your address, you must first expire your previously listed address. Click in the box labeled "Valid Until". List yesterday's date in the format of MM/DD/YYYY. Click "Update" to save your changes.



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Edit Address ✕

Type of Address <input type="text" value="Mailing"/>	Valid From <input type="text" value="09/27/2023"/>	Valid Until <input type="text" value="MM/dd/yyyy"/>
Address Line 1 <input type="text" value="300 N Beaty St"/>	Address Line 2 <input type="text" value="Enter Address Line 2"/>	Address Line 3 <input type="text" value="Enter Address Line 3"/>
Address Line 4 <input type="text" value="Enter Address Line 4"/>	City <input type="text" value="Athens"/>	State/Province <input type="text" value="Alabama"/>
County <input type="text" value="AL-Limestone"/>	Zip/Postal Code <input type="text" value="35611-1902"/>	Country <input type="text" value="Not Applicable"/>

Cancel Update

Now you may "Add New".

Address + Add New

There are no addresses available for you to view.

Select your "Type of Address" – either Mailing or Permanent.  
 Enter today's date in the box labeled "Valid From".  
 Enter correct street address in "Address Line 1".  
 Enter "City", "State/Province", "County", "Zip/Postal Code" and "Country".  
 Click "Add" to Save.

**Note: Please enter an accurate mailing address. Our system attempts to verify all addresses for accuracy before allowing an update to be saved to the record by the student. If you have difficulty adding/updating your address, please complete the Change of Address/Contact Information PDF found in the Portal within [Registrar's Student Forms](#) and submit to [registrar@athens.edu](mailto:registrar@athens.edu). You will be prompted to login to the Portal. Use your student email and password to access the forms.**

Add Address ✕

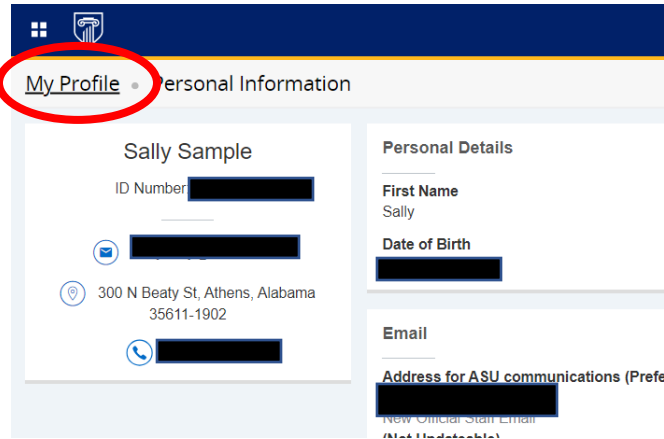
Type of Address <input type="text" value="Select Address"/>	Valid From <input type="text" value="MM/dd/yyyy"/>	Valid Until <input type="text" value="MM/dd/yyyy"/>
Address Line 1 <input type="text" value="Enter Address Line 1"/>	Address Line 2 <input type="text" value="Enter Address Line 2"/>	Address Line 3 <input type="text" value="Enter Address Line 3"/>
Address Line 4 <input type="text" value="Enter Address Line 4"/>	City <input type="text" value="Enter City"/>	State/Province <input type="text" value="Select State"/>
County <input type="text" value="Select County"/>	Zip/Postal Code <input type="text" value="Enter Zip Code"/>	Country <input type="text" value="Select Country"/>

Add



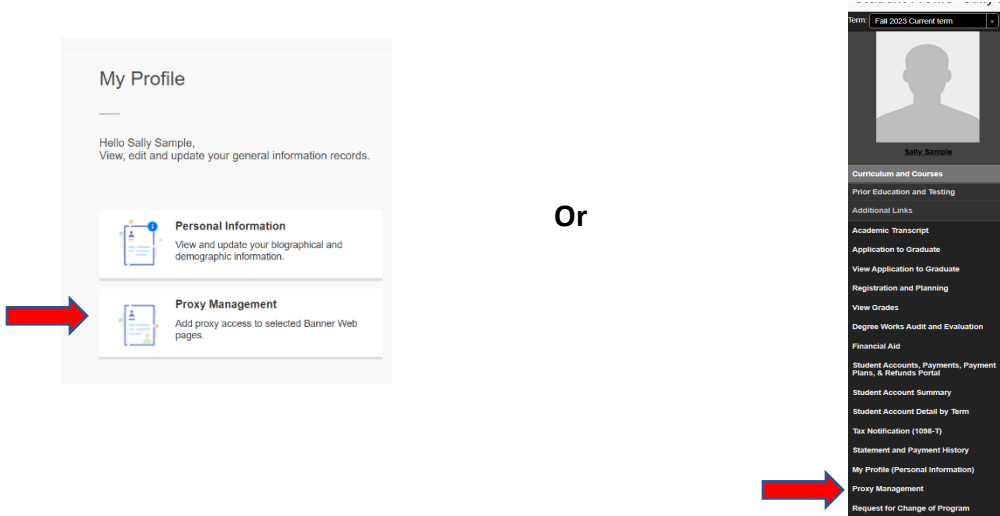
# MyAthens Self Service Information Guide

Return to your MyProfile landing page, by clicking on MyProfile in the upper left-hand corner.



## How to Allow Proxy Access

By selecting **“Proxy Management”**, you are able to give certain designees of your choice proxy access to your student records at Athens State University. Basic directions are listed in this guide. If you need further assistance, contact registrar@athens.edu.



### Steps for assigning a Proxy:



Next, enter the required profile information of the person you are granting proxy permission to view your records. You are required to enter their First Name, Last Name, E-Mail, Relationship (Proxy Access), Start Date/End Date (this should automatically populate), Description and Passphrase, Authorizations (you may select all or some of the options), then click SUBMIT.



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The screenshot shows a web form titled "Proxy Information" within a navigation menu that includes "My Profile", "Proxy Management", and "Proxy Information". The form is divided into several sections:

- Profile (Required):** Includes input fields for First Name, Last Name, E-Mail, and a Verify E-Mail field.
- Additional Information:** Includes a dropdown menu for "Select", input fields for "Start Date" and "Stop Date" (both with MM/dd/yyyy format), and a "Proxy Relationship" field.
- Passphrase:** A field for entering a passphrase.
- Authorizations (Required):** A section at the bottom with "Cancel" and "Submit" buttons.

A small disclaimer text is visible between the Profile and Additional Information sections, stating: "Please select Proxy Access below and review the length of access to change if needed. Under Additional Information, please provide the relationship of the Proxy to you (parent, relative, partner, company, etc.). If you wish for this Proxy to have permission to discuss authorized information with an Athens State representative, you must also provide a passphrase. The passphrase can be used to determine KIDN identity for phone calls or other off-line queries by the proxy. You must communicate the passphrase to your proxy."

Once you click SUBMIT, the person you listed as a Proxy and their email address, should be visible on the Proxy Management section.

The screenshot shows the "Proxy Management" section of the system. It displays a list of proxy entries. One entry is visible:

- Name: Sam Sample
- Status: Inactive

Below the name and status, there are two icons: a pencil icon for editing and a trash can icon for deleting the entry.

If you should choose to remove access from the Proxy, simply click on the edit pencil and change the "stop" date to yesterday's date and save.

The proxy selected and entered by you should receive an email that contains a URL. The proxy will be **REQUIRED** to click on the URL provided. The proxy should see the below example after clicking the link provided in the email.



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Banner®

Enter your Initial Password, then click **Submit** to continue.



Initial Password

Submit

An email you received contained a URL (which you have used to get here), and a separate email contained an initial password. These are used together to verify that you are an intended recipient. You will also use the password for the Initial Password on the following page when establishing your new password.

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The proxy will receive a second email that contains a password. That password should be entered in the space provided. Once the password is submitted, the proxy will be required to reset their security password for Proxy Access. The password must be ALL numeric and 6 digits long.



Banner®

Reset your security password for Proxy Access.

Your email address has been verified. The next step is to save your password for proxy access. Enter your new password twice. The password must be numeric and at least 6 digits long.

Email Address

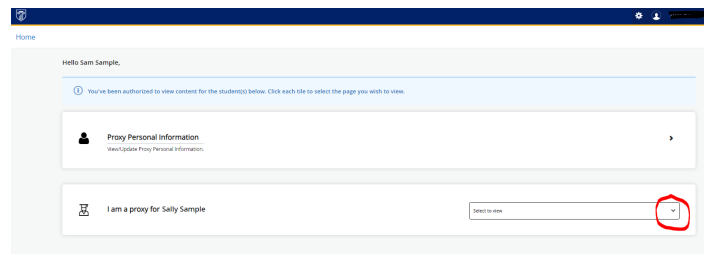
Initial Password

New Password

Validate Password

Submit

By using the URL provided in the third email, the Proxy will be able to log in by entering their email address and newly created password. This should bring the Proxy to the approved pages. Access the viewable information by clicking on the down arrow.

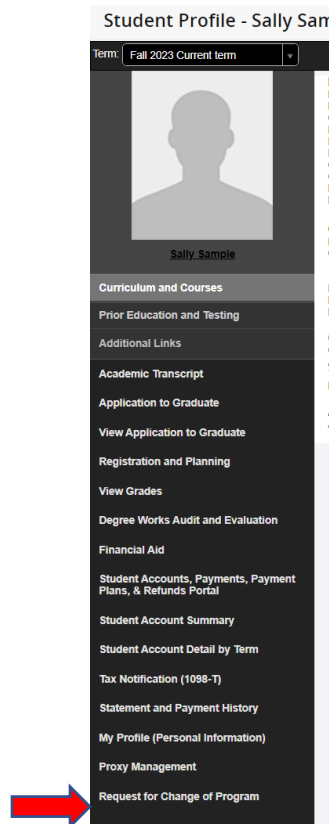




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## How to Request a Change of Major

Select “Request for Change of Program” from the Student Profile menu.



Complete the electronic form and submit. All submissions will be received by the Registrar’s Office. Once the request has been approved and processed, you will receive a confirmation email in your Athens State University email account.

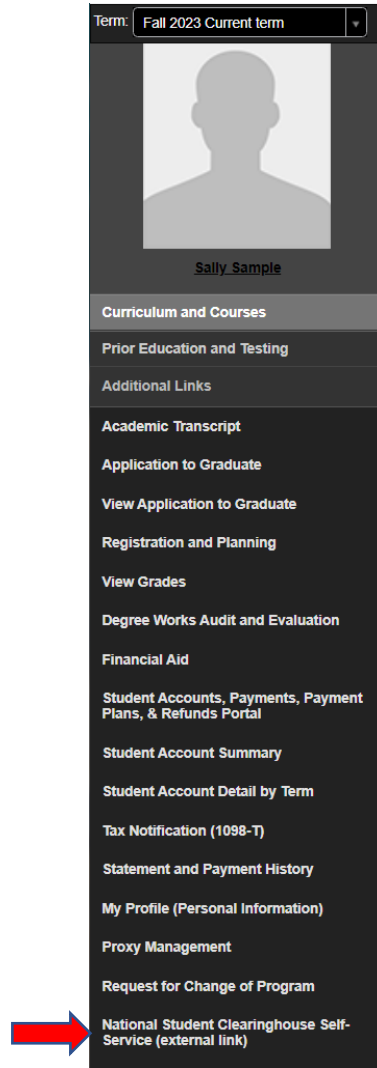
Note: Once the add/drop period has ended for the term, Request for Change of Program forms may not be processed until registration begins for the next term. Contact [registrar@athens.edu](mailto:registrar@athens.edu) if you have questions.



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## How to Request an Official Transcript or In-School Deferment, etc.

Select “**National Student Clearinghouse Self-Service**” from the Student Profile menu.



Complete the electronic form and submit. All submissions are sent to and processed by the National Student Clearinghouse.