

LEO Online Proxy Access

Table of Contents

Student

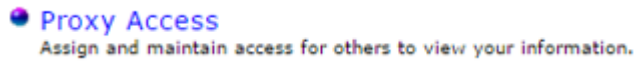
- Login Process 2
- Proxy Management
 - Add Proxy 2
 - Update Proxy Profile 3
 - Update Proxy Authorizations 4
 - Delete Proxy Relationship 4

Proxy

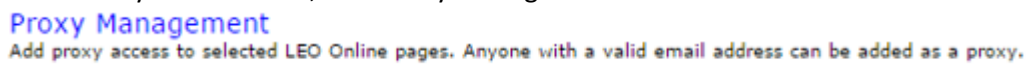
- Login Process – First Time 5
- View Student Information 7

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



4. On the Proxy Access Menu, click Proxy Management



Student Proxy Management – Add Proxy

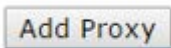
1. Click Add Proxy



2. Complete the required fields
* - indicates a required field.

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
E-mail Address*	<input type="text"/>
Verify E-mail Address*	<input type="text"/>

3. Click Add Proxy



Student Proxy Management – Update Proxy Profile

1. Click Expand next to the Proxy you want to update the profile for



2. Update the Relationship (required)

Relationship*

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)*

Stop Date (MM/DD/YYYY)*

Student Proxy Management – Update Proxy Authorizations

1. Click Expand next to the Proxy you want to update the profile for



2. Click the Authorization tab



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

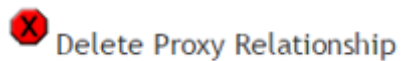
4. To view what your Proxy will see, click on any of the items

Student Proxy Management – Delete Proxy Relationship

1. Click Expand next to the Proxy you want to update the profile for



2. Click 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

4. Enter the required information

Enter e-mail address*

Enter Old PIN*


Enter New PIN*


Validate PIN*

5. Click Save

6. Update your Proxy Profile

Proxy Profile

 Please keep your LEO Online proxy information up-to-date.

 [Click here to change your PIN](#)

* - indicates a required field.

Salutation	<input type="text"/>
First Name *	<input type="text" value="Albert"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="McDaniels"/>
Name Suffix	<input type="text"/>
Parent Email Address E Mail Address *	<input type="text" value="amcdaniels@email.com"/>
Parents Phone Area Code	<input type="text"/>
Parents Phone Number	<input type="text"/>
Parents Address Line 1	<input type="text"/>
Parents Address Line 2	<input type="text"/>
Parents Address Line 3	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Not Applicable"/>

7. Click Save

Proxy – View Student Information

1. Click on the student's named tab. If you are the proxy for multiple students, they each will have their own tab



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](#)