Students – How to set up Parent Proxy

Go to mynova.villanova.edu

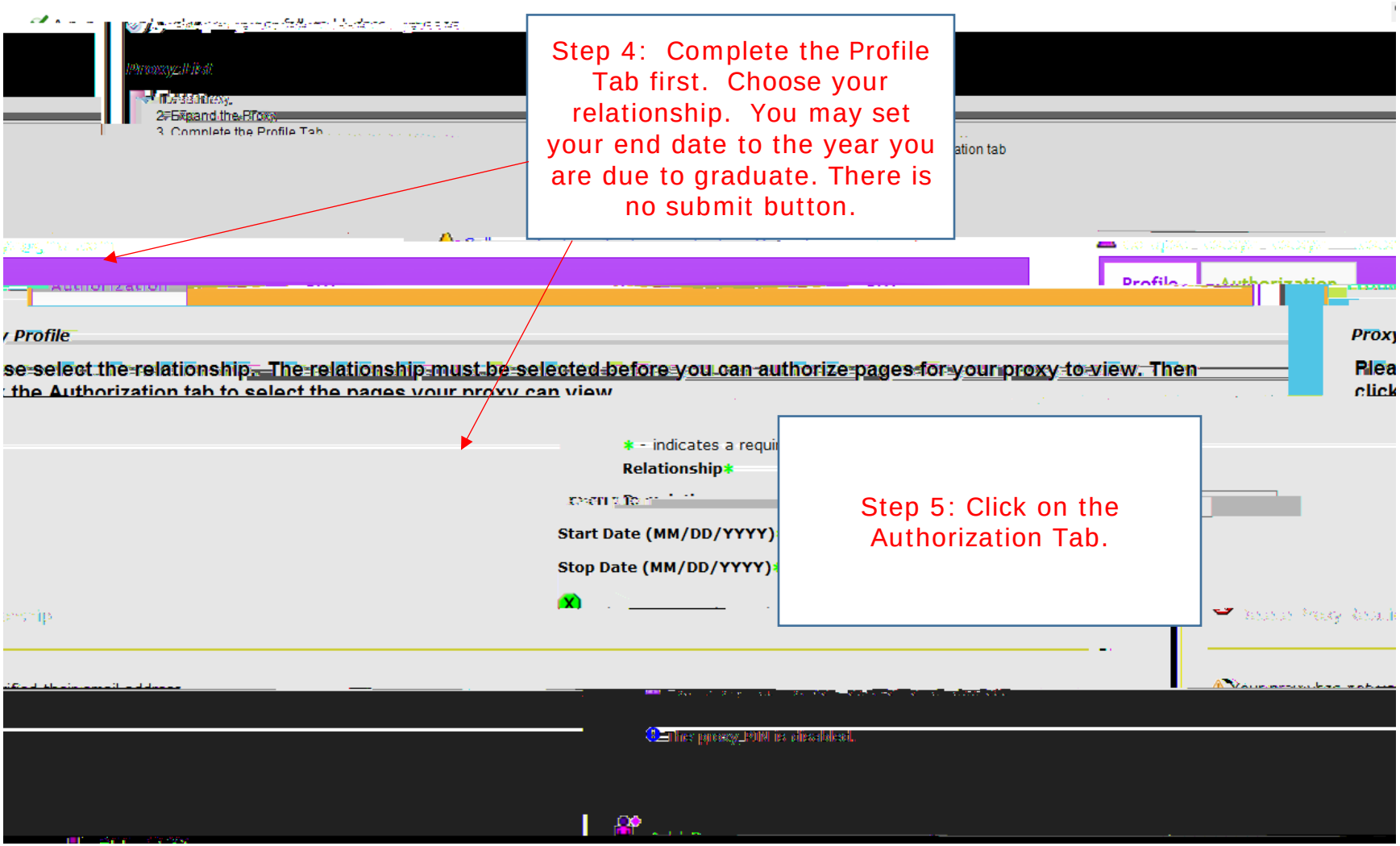
Search for “Parent Proxy”

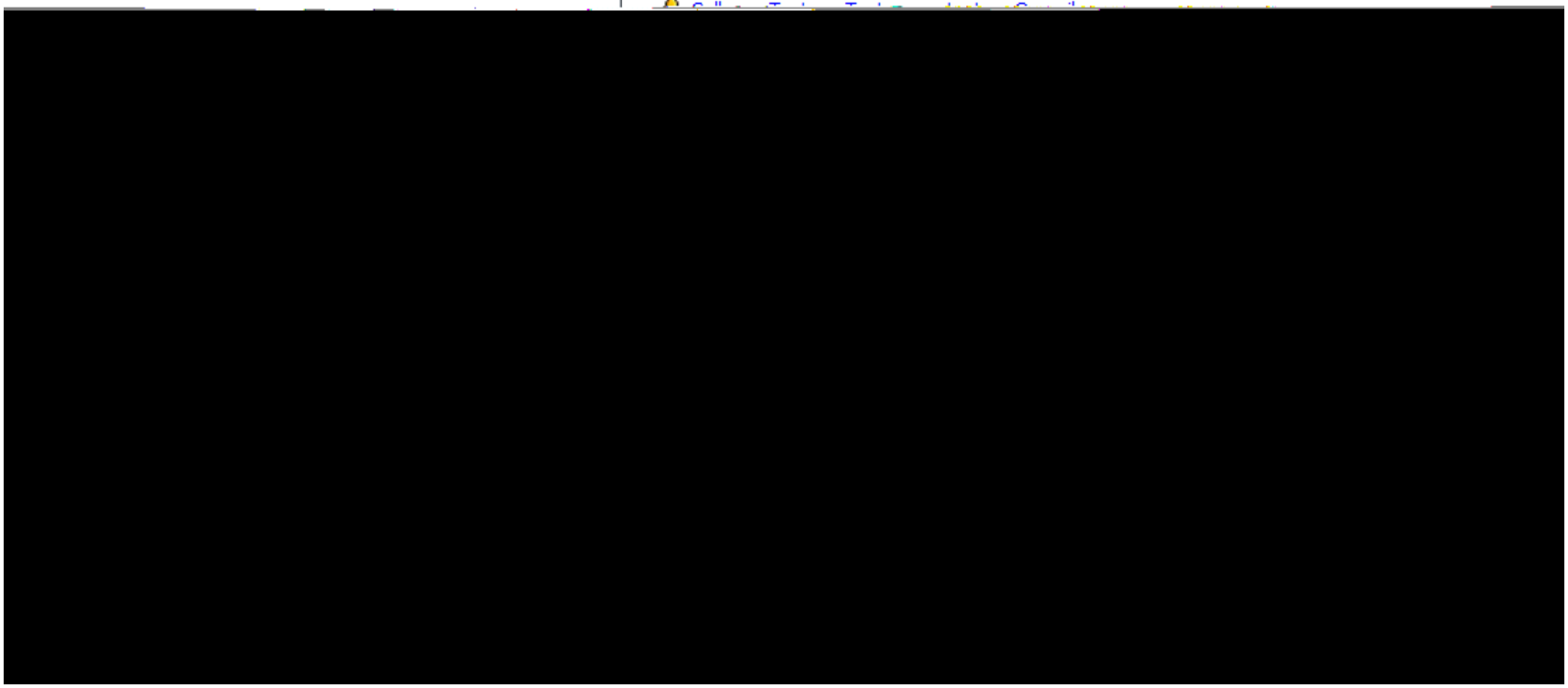
Proxy Management

Proxy List

2. Expand the Proxy
3. Complete the Profile Tab

Step 2: Type First Name, Last Name and email address for your proxy who will be able to access your information.
You must click “ADD Proxy”


Step 4: Complete the Profile Tab first. Choose your relationship. You may set your end date to the year you are due to graduate. There is no submit button.
Step 5: Click on the Authorization Tab.
Relationship*
Start Date (MM/DD/YYYY)
Stop Date (MM/DD/YYYY)

Proxy Management

Step 6: Select the boxes that correspond to the information you want to share with your proxy. Your selections are auto saved. If you want to add another proxy, click the “Add Proxy” Icon at the bottom of the page.