



## ADDING AUTHORIZED AND/OR PROXY ACCESS

**WESTERN MICHIGAN UNIVERSITY**

STUDENT FINANCIAL AID

### GRANTING ACCESS to ACADEMIC and FINANCIAL AID INFORMATION

#### STUDENTS CAN GRANT ACCESS BY LOGGING INTO GOWMU WITH THEIR BRONCO NETID AND PASSWORD

If you do not know your Bronco NetID and password, please contact the Help Desk at (269) 387-4357.

- From the *Student Home* Tab, select “Authorized User - Academic & Financial Aid” under Academic Services.
- Click on the “Add Proxy” link.
- Enter the first name, last name and email address of the person you want to be a Proxy User. **Please Note:** the email must be entered twice for verification purposes.
- Press the “Add Proxy” button to save the information.
- The *Proxy Management* page will again be displayed, which shows the Proxy User’s information you just entered.
- Click on the yellow arrow to expand the user.
- On the *Profile* Tab, select the relationship (Parent/Legal Guardian or Other).
- Set the start and stop date for access.
- Add an optional description.
- Select the *Authorization* Tab and enter a check mark next to those items which you want to allow the Proxy User to view.
- Click the “Email Authorizations” button to send your Proxy User a copy of their authorizations.
- The Proxy User will receive an email message from [registrar-info@wmich.edu](mailto:registrar-info@wmich.edu) informing them that access has been created along with instructions on how to log into the system and will include a temporary PIN.

#### LOGGING INTO THE SYSTEM

- To access the information granted by the student(s), go to:  
[https://bssp3.cc.wmich.edu/PLS/BPROD/bwgkprxy.P\\_ProxyLogin](https://bssp3.cc.wmich.edu/PLS/BPROD/bwgkprxy.P_ProxyLogin)
- Enter the email address used to create the proxy account.
- Enter the temporary PIN.
- Choose Login.
- Forgotten PINs can be reset by choosing “Forgot PIN”.
- A webpage link will be sent to the email address provided.
- Alternately, the student can reset the PIN using the “Reset PIN” link on their *Proxy Profile*, in which case the Proxy User will be notified by email.
- In the event that the user needs to change their email address, login to the system with the registered email address and then change the information on the *Profile Page*.

# GRANTING ACCESS to BILLING and ACCOUNT INFORMATION

## INSTRUCTIONS FOR STUDENTS

- Go to GoWMU: [gowmu.wmich.edu](http://gowmu.wmich.edu).
- Login using your Bronco NetID and password. If you do not know your Bronco NetID and password, contact the Help Desk at (269) 387-4357.
- From the *Student Home* Tab, click on “Payment and Account Information.”
- Click on the *Authorized Users* Tab.
- Click on “Add Authorized User.”
- Enter the email address of the person you want as an Authorized User.
- Click “Yes or No” on the information you want the Authorized User to have access to.
- Click “Continue.”
- Read the agreement, and then click “I Agree” then “Continue.”
- You will receive the following message: “Thank you. We have sent an email notification to this person.”
- (Note: Authorized Users have their own login IDs and passwords).
- Repeat the above steps to add additional users.
- Note: By adding your parent as an Authorized User, they are not considered an Authorized User until they log into their *Parent/Authorized User Access* (sent to them in an email immediately once you have authorized) and register their first name, last name and change the temporary password.

## INSTRUCTIONS FOR PARENTS

- Check the email that your student added onto their account. Look for an email titled “Your Access Information” from **WMU-billing@wmich.edu**.
- Follow the link in the “Your Access Information” email and input your email address and temporary password, if you do not know your password, go to Step 3, if you know your password go to Step 4.
- If you don’t have the email or know your password, go to <https://wapps.wmich.edu/authuser/> then click on “Please click here”, enter your email address in the *Authorized User* box, and click on the word “Emailed” (in blue) located below “Forgot your password?” to have your password reset and emailed to you.
- Click on “View Bills and Make Payment” button on the left hand side of the page or just hit enter.
- Fill in information requested on *Authorized User Profile Setup* (full name, new password and password hint) and then click “Submit.”
- You are now an Authorized User on your student’s account.

### BRONCO EXPRESS

Located in the lower level of the Bernhard Center  
(269) 387-6000

[finaid-info@wmich.edu](mailto:finaid-info@wmich.edu)  
[wmich.edu/broncoexpress](http://wmich.edu/broncoexpress)

HOURS: M-T-Th-F 8am-5pm | W 10am-5pm

Walk-ins welcome--no appointment necessary. We assist students with transactions and questions related to financial aid, payments, student accounts and general registration information.

For circumstances that require additional advising, we will help you schedule an appointment with a Financial Services Specialist.

### STUDENT FINANCIAL AID

[wmich.edu/finaid](http://wmich.edu/finaid)

HOURS: M-T-Th-F 8am-5pm | W 10am-5pm