

Titans Direct gives students the ability to grant secure access to their academic and financial records to individuals of their choosing. Access to grades, finances and financial aid no longer require a student to complete a paper FERPA waiver. All proxies are enforced for a calendar year (ex. January 2019 to December 2019). All proxies will require reauthorization at the end of the calendar year regardless of when authorization is given within the year.

Steps on How to Use Titans Direct Self Service Proxy:

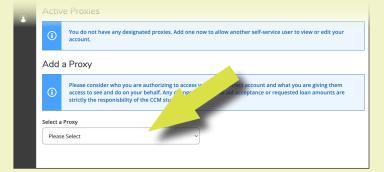
- 1 Log-in to your **Titans Direct Account**.
- Click on Person Icon.



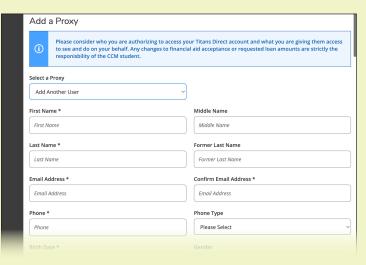
Click on View/Add Proxy Access.



- 4 All Active Proxies are displayed.
- 5 Under Add a Proxy select Another User.



6 Enter all required information of the Proxy you are giving access to your Titans Direct account.



7 After entering required information and selecting the information you wish your Proxy to have access, be sure to check the Disclosure Agreement and click Submit.

_	Notifications	Grades	
	Disclosure Agreement		
	County College of Morris makes every attempt to respect and protect the right to privacy of our students. However, we recognise that students may need to share sensitive information with other individuals. Therefore students have the right to varies to privacy and allow individuals they have identified to access their Titlans Direct portal. Proxy access is granted only for the active calendary year, All authorized proxy's will end at the end of the year (eg. Dec. 31, 2047).		
	By checking the box I am indicating that I am the student and I understand that I am waiving my rights to privacy for the identified Proxy.		
	I authorize the institution to disclose my information to this party		
	Cancel		