COUNTY COLLEGE OF MORRIS

TITANS DIRECT

SELF-SERVICE PROXY

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.
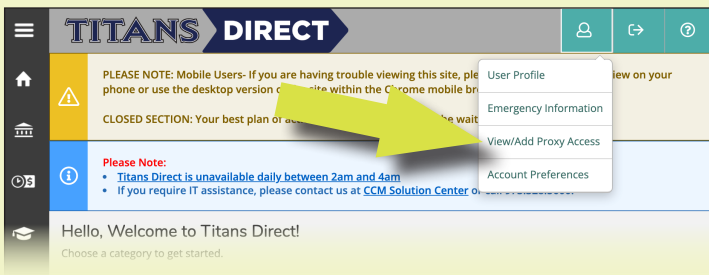
Steps on How to Use Titans Direct Self Service Proxy:

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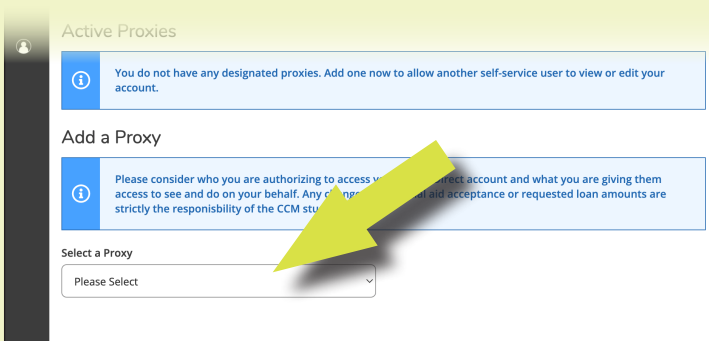
2 Click on **Person Icon**.

3 Click on **View/Add Proxy Access**.
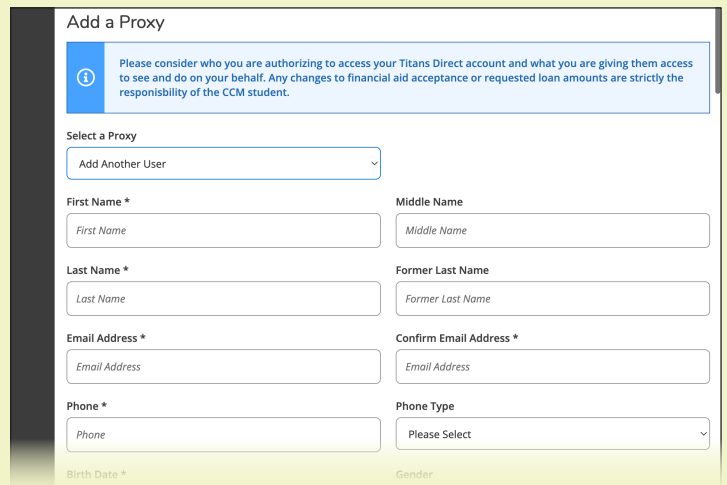

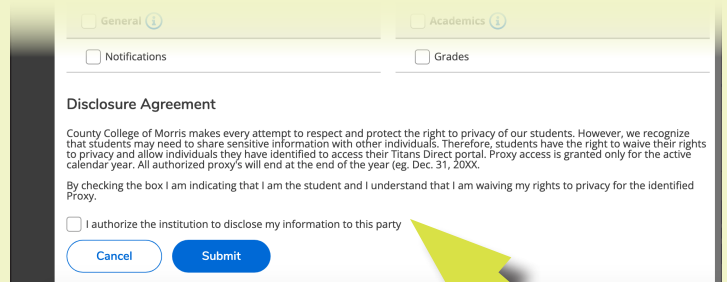**4** All Active Proxies are displayed.

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**.