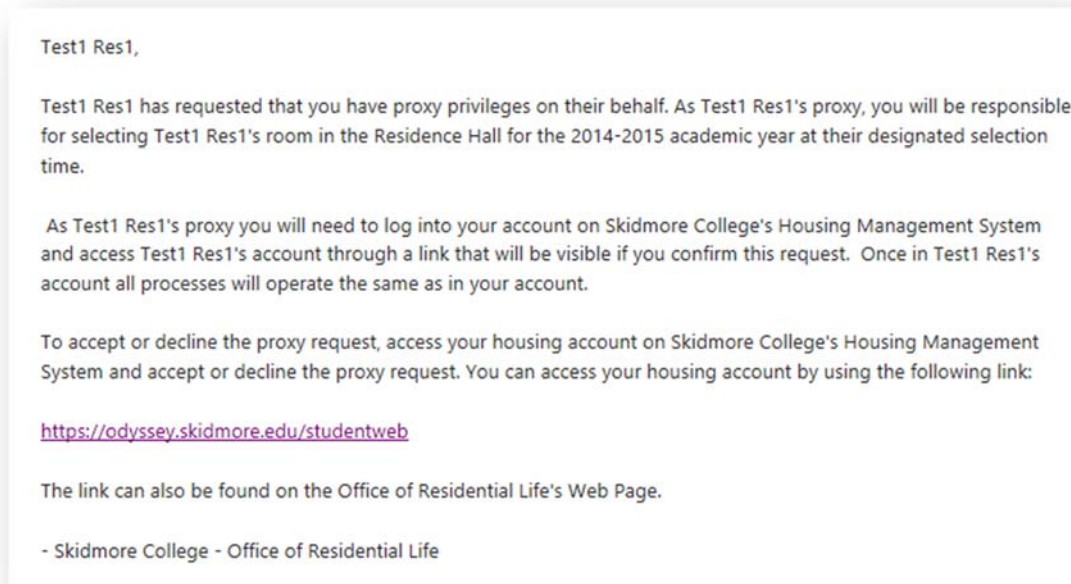


Proxy Selection for Proxies

If you are selected as the Proxy of another student there are a few step you must do to ensure you select housing correctly for your requestor.

Confirm Proxy Request

The first step to be a proxy is to confirm the proxy request. When a student requests you to be there proxy you will receive an email in your Skidmore email informing you of the request.



You can use the link in the email to access the [Skidmore College Housing Management Website](https://odyssey.skidmore.edu/studentweb) <<https://odyssey.skidmore.edu/studentweb>>.

Once on the Housing Management System website you will need to look for need to look for a link below the "Academic Year 2017-2018" header, labeled "You have a proxy request. Please click on this link to process"



Proxy Selection for Proxies

When you click on the link you will arrive at the following screen. Click “Accept” to accept request and become your requestor’s proxy or “Decline” to decline the request and not become their proxy.

Proxy Requests for term AY14-15			
	ID	Name	Status
Accept Decline	999999901	Test1 Res1	Requested

Close

Once this is done (you will need to click OK on an confirmation popup first) the status next to your requestors name will now read “Accepted” if you accepted or “Declined” if you declined. You can now click “Close” to return to the Housing Management system.

Selecting Housing for Your Requestor

To select housing for your requestor, you will need to return to the Housing Management System Website at your requestor’s designated selection time. When you access the website you will now see a link below the “Academic Year 2017-2018” header reading “You are a designated proxy for [Requestor]. Please click on this link to perform actions as a proxy”

• You are a designated proxy for Test1 Res1. Please click on this link to perform actions as a proxy  this link

Once you click on this you will be taken to your requests homepage in the Housing Management System. You can confirm this by looking the top of the page it should be labeled “Proxy Home Page” and immediately below that say “[Your Name] [Your ID Number] on behalf of [Your Requestor] [Requestor’s Id].

Proxy Home Page

Test1 Res1 (999999901) on behalf of Test1 Res1 (999999901)

The process from here on out is exactly the same as the normal Residence Hall Room Selection process. If you have questions about that process please refer to the “[Residence Hall Room Selection - Online](#)”

Proxy Selection for Proxies

[Guide](#)” on the Room Selection section of the Office of Residential Life Webpage or contact the Office of Residential Life.