

1. If you cannot select housing at your selection time, assign a proxy by clicking this link:

### Academic Year 2020 - 2021

- [Housing Selection Proxy](#)

2. Select Add at the top right.

Proxy Information for term AY20-21 - Page 1   ◀ ▶   Add			
	ID	Name	Status
No items were found.			

Close

3. Search for the student you wish to be your proxy. And click Lookup

Proxy Information for term AY20-21 - Page 1   ◀ ▶   Add			
	ID	Name	Status
No items were found.			

#### Proxy Information for term AY20-21

\*Proxy: Find By Last, First  Lookup

ID number:

4. Choose the correct student from the list that is generated. These are test students (please do not select them to serve as your proxy.)

Proxy Information for term AY20-21 - Page 1   ◀ ▶   Add			
	ID	Name	Status
No items were found.			

#### Proxy Information for term AY20-21

\*Proxy: Find By Last, First  [Lookup](#)

Test1 (res) Res1 (t\_res1@skidmore.edu)

Test2 (res) Res2 (t\_res2@skidmore.edu)

Test3 (x) Res3 (t\_res3@skidmore.edu)

Test4 (Test4) Res4 (t\_res4@skidmore.edu)

Cancel

ID number:

5. Clicking on a name will choose that student. Review the agreement and choose Agree, then Save.

Proxy Information for term AY20-21 - Page 1 | ◀ ▶ | Add

	ID	Name	Status
No items were found.			

#### Proxy Information for term AY20-21

\*Proxy: Find By Last, First  [Lookup](#)

ID number: 999999901

I do hereby appoint a proxy to be able to handle my online room selection for the 2020 - 2021 academic year. I have not waived my right to handle my room selection myself, and can still do so if I choose, but I grant my proxy the ability to handle the selection of my room on my behalf in the event that I am unable to do so myself.

My appointed proxy will have these privileges unless I choose to revoke this appointment. I can

☐ Agree ☒ Disagree

Save

Cancel

6. After choosing Agree, then Save, the system informs you the proxy request is successful. Notice that the Status is Requested. The student you have requested must log on to accept. You also have the option to revoke the request.

Proxy successfully added.

Proxy Information for term AY20-21 - Page 1   ◀ ▶   Add			
	ID	Name	Status
<a href="#">Revoke</a>	999999901	res Res1	Requested

Close

#### 6. TO REPLY TO A PROXY REQUEST FROM ANOTHER STUDENT.

If you have a proxy request it will be visible on your home page as shown below:

#### Academic Year 2020 - 2021

**You have a proxy request. Please click on this link to process**

- [Housing Selection Proxy](#)

7. Click on Accept if you wish to serve as proxy for the student, or decline if you do not. A pop up will appear to ensure you have made the choice you wish for. Click OK.

Proxy Requests for term AY20-21				
	ID	Name	Status	
Accept Decline	999999905	Test5 Res5	Requested	

Close

8. If you click Accept and OK in the pop up, the status changes to Accepted. You may now Close the window.

Proxy successfully accepted.

Proxy Requests for term AY20-21				
	ID	Name	Status	
Accept Decline	999999905	Test5 Res5	Accepted	

Close

## 9. PERFORMING ACTIONS AS A PROXY

We have now successfully assigned a proxy. For the proxy student to select for the student who is unable, they must click this link to “perform actions as a proxy”

### Academic Year 2020 - 2021

- [You are a designated proxy for Test5 Res5. Please click on this link to perform actions as a proxy.](#)
- [Housing Selection Proxy](#)

10. Clicking the link will bring you to a new page, which shows all of the students' applications. Perform the actions necessary, as requested by the student who requested you. To exit click your own name (as seen in red box)

### Proxy Home Page

[res Res1 \(999999901\) on behalf of Test5 Res5 \(999999905\)](#)

### Academic Year 2020 - 2021

- [On Campus Housing Application: You submitted a complete application on 5/6/2020 11:50 AM.](#)
  - [Edit my 2020-21 On Campus Application](#)
- [Special Interest Housing Application](#)  
: You have not applied. Please click on the above link to complete this application.
- [Off-Campus Address Submission Form](#)  
: You have not applied. Please click on the above link to complete this application.
- [NEW Apartment Selection Application: You canceled your application on 7/8/2020 10:59 AM. Please contact the Office of Residential Life to reapply.](#)
  - [Resubmit NEW Apartment Selection Application](#)
- [Transfer Student Housing Questionnaire: You submitted a complete application on 5/21/2020 2:17 PM.](#)
- [Remote Study Housing](#)  
: You have not applied. Please click on the above link to complete this application.
- [Hotel Application: You submitted a complete application on 7/8/2020 1:08 PM.](#)
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