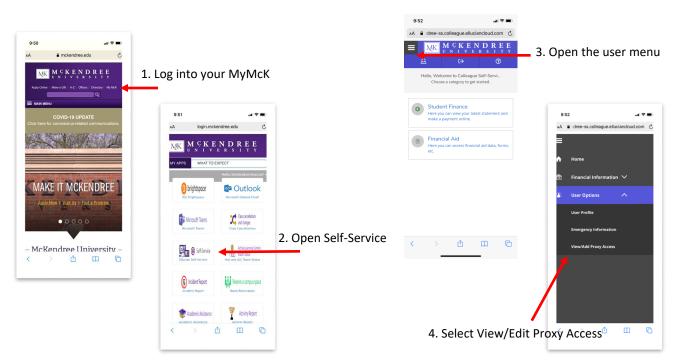McKendree University Proxy Service

Adding a 'proxy user' to your McKendree University account will give others permission to view and take action on various items on your behalf in McKendree University Self-Service. You can select what your proxy can access in your account along with the action they can take. You always have the ability to remove access as well.

Get started with proxy today!

1. Log into your MyMcK

2. Open Self-Service

3. Open the user menu

4. Select View/Edit Proxy Access

5. Choose to Add Another User

6. Provide Proxy Information

- First & Last Name, Email, Birthday, and Relationship are required

7. Determine Access Level, Authorize, and Submit .

Your proxy will receive confirmation and access information at the email provided.