

A proxy is changing his/her email address. What steps should the proxy take?

On the Proxy Access profile page, update the email address and click **Save**. The system will then send two email messages. The first email is sent to the old email address indicating that a request for a change from this address has occurred. The second email is sent to the new email address indicating that a change to this address was initiated. The second email contains a unique link which the proxy should click to confirm the change is correct.

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<https://www2.owens.edu/faq/entry/281/>