NorseHub.luther.edu provides students, faculty and staff, parents, guardians, or proxies self-service access to manage your information. Proxy Access, previously called Parent Portal, access allows another person to view a limited set of student information, such as statement of account, financial aid offer, grades, or notifications.

You will need to grant proxy access to your parent, guardian, or relative before they can log in to Norse Hub.

In addition to proxy access, you should also identify at least one person to receive emergency notifications and be your missing person contact for Luther College in emergency situations.

Log in with your Norse Key username
View/Add Proxy Access
Grant Proxy Access
Actions Your Proxy Needs to Take
View Norse Hub as Parent Proxy
Change User
Add Your Emergency Contact Information
Sign out to end your session
Log in with your Norse Key username

Enter your Norse Key username. Students, faculty, and staff will be presented with the universal login form to enter your Norse Key credentials.

After login, click on the ‘? Help’ button in the upper right corner of any screen for more information or contact the ITS Technology Help Desk by calling 563-387-1000 or email helpdesk@luther.edu
Choose ‘View/Add Proxy Access’ from the menu or drop down option by your username in the top right corner of your screen. If the person for whom you want to grant permission is not listed in the drop down list for ‘Select a Proxy’, click on the form link to request another person as your proxy.
Grant Proxy Access

You may select specific access for each of your proxies. Click on the information icon for details about the Student Finance, General, Tax Information, Financial Aid, and Academics areas. You will need to agree to the terms in the Disclosure Agreement and save your permissions.
Actions Your Proxy Needs to Take

Your proxy will receive an email from finserv@luther.edu that says

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Dear Mr. John Smith,

You have been granted proxy access to Mrs. Mary Smith’s account at Luther College.

The following login has been created for your use at Luther College. Your temporary password will arrive by a separate email.
Username: smith4555577

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Your proxy will log in to NorseHub.luther.edu with the username provided
Your proxy will be prompted to change their password the first time they log in
View Norse Hub as Parent Proxy

When your parent proxy logs in to Norse Hub, they will be presented with the option to view your account with the permissions you’ve granted. They should choose your name and click the ‘continue’ button. In the example below, the parent proxy is choosing to view our test record (Ima M. Norse2).

![Norse Hub as Parent Proxy](image)

Your parent proxy will only see a limited menu of options available when they are viewing your information as your proxy.

![Limited Menu Options](image)

In this example, the student has only granted permission to see Student Finance, Financial Aid, and Tax Information.
Change User

At any time the proxy can switch back to their own access or if they have another student, they can change access to view their information.
Add Your Emergency Contact Information

Choose ‘User Options’, ‘Emergency Information’ and click on ‘Add New Contact’ to update your emergency contact and missing person contact information. It is important to keep this information current for important communications from Luther College in emergency situations.

Students are required to provide an emergency contact and missing person contact in order to register for classes. Be sure to check both boxes if you are naming one person as both.

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**Effective Date**

8/23/2019

- [ ] Emergency Contact
- [ ] Missing Person Contact
Sign out to end your session

Click on ‘Sign out’ when you have finished setting up proxy access and close your browser.