Proxy Set-up Procedure

Log into the Web Time for Students system (Luminis/My Ramapo) using your Ramapo email address and password associated with it.

♦ On the "Main Menu" page, click on 'Employee'.

♦ On the "Employee" page, click on 'Timesheet'.

♦ On the "Time Reporting Selection" page, scroll to the bottom of the page and click on 'Proxy Set-up'.

♦ On the "Proxy Set Up" page, click on the drop down arrow under 'name'.

♦ Scroll through the list and choose your proxy by highlighting their name (listed alphabetically by first name).

♦ Click on 'Add' until a check appears in the box, then click on 'Save'.

At this point, you are finished with the Proxy Set-up Procedure.

**Please email mmurray@ramapo.edu with your proxy information once you have finished.

If your proxy is not listed, please email mmurray@ramapo.edu in order that your proxy may be added to the list.