



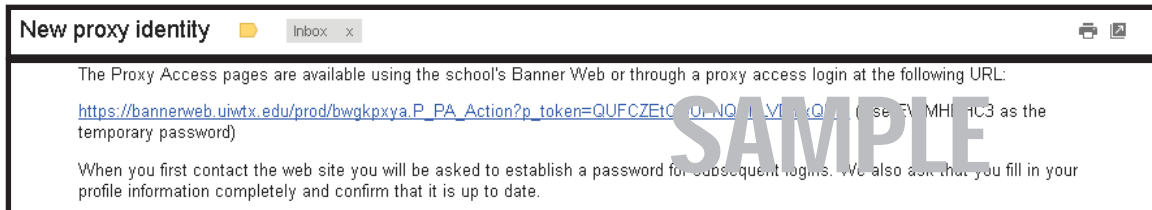
## UIW OFFICE OF THE REGISTRAR

FERPA Rights and Proxy Access

# Proxy Instructions for Parents and Authorized Proxy Users

The Family Rights and Privacy Act of 1974 (FERPA) provides for the confidentiality of student education records. This means that the student, alone, has access to their UIW records including all billing, financial aid, academic records, etc. To grant access to a parent or other person to be able to view any personal information, and to discuss that information with UIW officials, a student must designate a proxy through their MyWord/Bannerweb account. **If your student has done this, follow the instructions below to establish your proxy access.** For more details on FERPA and how it is enforced at UIW, visit [www.uiw.edu/registrar/FERPA.html](http://www.uiw.edu/registrar/FERPA.html)

1. You will receive an email notifying you that a student has granted you proxy access with the subject line **New proxy identity**. Click on the link in the email and use the temporary password provided in the email to gain access. (It is a good idea to save this link for future use.)



2. You will be prompted to Reset your PIN. Your Old PIN is the temporary password you received in the email. Enter a new PIN that is memorable and unchanging. You will use this for all subsequent log ins. If you forget your PIN, only you or your student can reset it for you. UIW officials do not have that capability.

Enter e-mail address*	<input type="text" value="@gmail.com"/>
Enter Old PIN*	<input type="password" value="....."/>
Enter New PIN*	<input type="password" value="....."/>
Validate PIN*	<input type="password" value="....."/>
<input type="button" value="Save"/>	

3. Update the required profile information in the Profile tab. Click Save.

Profile | Red Cardinal

Required data missing : Birthdate

Proxy Profile  
Please keep your Banner Web proxy information up-to-date. [Click here to change your PIN](#)

\* - indicates a required field.

Salutation

First Name \*

Middle Name

Last Name \*

Name Suffix

Nickname

E Mail Address \*

Birthdate (MM/DD/YYYY) \*

4. Click on the tab with your student's name to view what you have access to.

Profile | Red Cardinal

Proxy Authorizations

The following Banner Web page links have been specifically authorized for your use Access window. There is no need to close the window until you have completed all

Authorized User for Red Cardinal

- View Address
- View Holds
- Print Unofficial Transcript

**NOTE: Access to this information does not grant others permission to alter the student's record or conduct business on behalf of the student. Changes to the student enrollment or academic record must be made by the student.**