



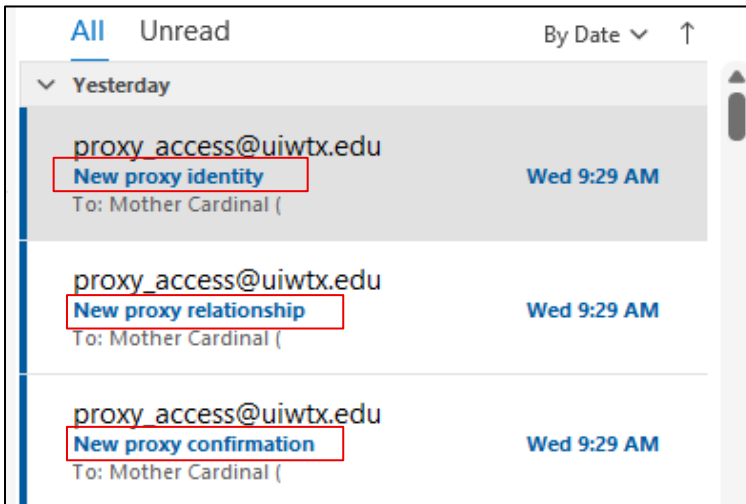
FERPA Rights and Proxy Access

Proxy Instructions for Parents, Legal Guardians, & Authorized Users

If your student has granted you proxy access, follow the instructions below to establish your proxy access.

NOTE: Proxy access does not grant permission to alter your student's record or conduct business on behalf of the student. Changes to enrollment or academic record must be made by your student.

1. You should receive three email notifications when your student has granted you proxy access.



2. You will be prompted to Reset your Password for Proxy Access.
Your Initial Password is the temporary password received in the email with Subject Line **New Proxy Confirmation**.
The email with Subject Line **New Proxy Identity** will include a one-time link you need to reset your password.

Please Note: If you forget your password, only you or your student can reset it. UIW officials do not have this capability.

A screenshot of a web form titled "Reset your security password for Proxy Access." The form is framed in blue. It features the "Illucian" logo on the left and the "Banner" logo on the right. Below the title, there is a message: "Your email address has been verified. The next step is to save your password for proxy access. Enter your new password twice. For higher security, use a combination of uppercase letters, lowercase letters and numbers." The form contains four input fields: "Email Address", "Initial Password", "New Password", and "Validate Password". A blue "Submit" button is located at the bottom.

3. Update the required profile information in the **Proxy Personal Information** box. Click Submit.

The screenshot shows a web form titled "Proxy Personal Information" with a link to "Click here to change your password." A message states: "Please keep your Banner Web proxy information up-to-date." The form is divided into three sections: "Personal Details", "Contact", and "Other Info".

Personal Details: Includes fields for Salutation, First Name* (Mother), Middle Name, Last Name* (Cardinal), Name Suffix, and Nickname.

Contact: Includes a Home E-Mail Address* field with the value mothercardinal@gmail.com.

Other Info: Includes a Birth Date* field with the value 01/01/1881.

A blue "Submit" button is located at the bottom center of the form.

4. Click in the drop-down list to view your granted proxy access.

The screenshot shows a user's home page with a blue header bar containing the text "AMETHYSTKE@YAHOO.COM". The main content area includes a "Hello Test Test," message and a notification: "You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view."

There are two main tiles:

- Proxy Personal Information:** Includes a sub-link "View/Update Proxy Personal Information." and a right-pointing arrow.
- I am a proxy for Mother Cardinal:** Includes a "Select to view" dropdown menu with the following options: Student Profile (highlighted), View Grades, Financial Aid Award Offer, and Print Unofficial Transcript.

For information about FERPA:

