






FERPA Rights and Proxy Access Proxy Instructions for Students

Follow the instructions below to grant access to a parent, legal guardian or other authorized user to view your personal information online, and discuss your personal information with UIW officials.

1. Log in to  using your UIW credentials and select  from the **Registration & Records** tile.
2. Click on the **'Proxy Services'** link located on the far-left side of the **page menu**.
3. Click  **Add New** in the **'Proxy Management'** box, complete fields, and click **'Submit'**.

Proxy Information

Profile (Required)

First Name

Mother

Last Name

Cardinal

E-Mail

mothercardinal@gmail.com

Verify E-Mail

mothercardinal@gmail.com

Relationship 

Parent or Legal Guardian

Select 'Parent or Legal Guardian' or 'Authorized Proxy User'

Start Date

03/25/2026

'Start Date' will default to today's date

Stop Date

03/25/2027

'Stop Date' will default to a year from today's; adjust as needed

Additional Information

Description

Mother

e.g., Mother, Father, Spouse, etc.

Passphrase

Angel

Required to identify your proxy by UIW admins and staff

Authorizations (Required)

Select All

- View Grades
- Student Profile
- Financial Aid Award Offer
- Print Unofficial Transcript

Click 'Select All' to grant ALL access or click individual check boxes to grant specific access to your proxy.

Copy Authorizations 

Select a Person

Cancel **Submit**

Click 'Submit' to complete proxy access

For information about FERPA:

