Proxy Instructions for Students

The Family Rights and Privacy Act of 1974 (FERPA) provides for the confidentiality of student education records. To grant access to a parent, legal guardian or other authorized user to view your personal information, and to discuss that information with UIW officials, follow the instructions below. For more details on FERPA and how it is enforced at UIW, https://my.uiw.edu/registrar/ferpa.html .

1. Log in to GoUIW using your UIW credentials and select [Student Profile] from the Registrar Office tile.

2. Click on the **'Proxy Services'** link located on the far-left side of page menu.

3. Click **Add Proxy** [Add Proxy], complete the listed fields, and then click the **Add Proxy** button. This will send an email to your proxy so that they may establish their access.

4. Click on **Expand [Your Proxy' s Name]** and complete the **Profile** and **Authorization** tabs.