




UIW OFFICE OF THE REGISTRAR

FERPA Rights and Proxy Access


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.


 **Collapse Mother Cardinal** mothercardinal@gmail.com


Profile **Authorization** **History** **Communication**


Proxy Profile


Choose your proxy's relationship to you by selecting either **Parent or Legal Guardian** or **Authorized Proxy User** from the dropdown menu. In the Description field, be as specific as possible—i.e. Mother, Father, Aunt, Sister, etc. Select a Passphrase to share with your proxy. They will use this passphrase when speaking with UIW officials to identify them as your official proxy. Make this something that is unchanging and memorable like your date of birth. If you or your proxy forget this passphrase, only YOU can change it. UIW officials are not able to edit this for you. Enter the dates you wish for this access to be available. The default is one year. You can increase or reduce this time as you wish. Only you control these dates.


* - Indicates a required field.




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


Description  **i.e., Mother, Father, Spouse, etc.**

Passphrase  **Required to identify your proxy**

Start Date (MM/DD/YYYY)*  **Defaults to today's date**


Stop Date (MM/DD/YYYY)*  **Defaults to a year from today's date; adjust as needed**

 E-mail Passphrase  Reset PIN  Delete Proxy Relationship

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Page Authorization


 **Tips:**

- Information selected on this screen is saved automatically
- Let your proxy know what access you have granted by clicking on Email Authorizations on the right
- You can make changes to this page at any time

Select the information pages your proxy will be able to view when they log in.

☐ **Authorized User** Check to Select or Deselect ALL items below.

- ☐ View Address
- ☐ Printable Student Schedule
- ☐ View Holds
- ☐ View Student Information
- ☐ Final Grades
- ☐ Print Unofficial Transcript
- ☐ View Account Information
- ☐ Overall Status Of Financial Aid
- ☐ Financial Aid Award
- ☐ Enrollment Verification
- ☐ Degree Evaluation

 **E-mail Authorizations**

2. Click "E-mail Authorizations" to email list of granted access to your proxy.

1. Click the first check box to grant ALL access or click individual check boxes to grant specific access to your proxy.

