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. This means that you, alone, have access to your 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 of 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, visit www.uiw.edu/registrar/FERPA.html

- 1. Log in to word using your UIW credentials and select BannerWeb from the Launchpad
- 2. Click on the Proxy Services tab and then click on Proxy Management
- 3. Click on Add Proxy and complete all the required fields. Click Add Proxy again. This will send an email to your proxy so that they may establish their access. Add Proxy
- 4. Click on Expand [Your Proxy's Name]. Four tabs will appear: Profile, Authorization, History, and Communication
 - Profile Tab 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.
 - •Right below the Stop Date you will see options to Email Passphrase, Reset PIN, and Delete Proxy Relationship. If you change your passphrase or your proxy forgets the passphrase or their PIN, you can resend it to them using these options. You can also delete a proxy all together with the final option.
 - Authorization Tab
 Authorization
 - •Click the top box to grant all the access listed or click the individual boxes next to the information you want to release to your proxy. (Note: these are live links. If you click on the text instead of the box, you will be navigated to that information.) You can choose to E-Mail a list of which Authorizations you have granted by using the icon on the right of the list.
 - History and Communication Tabs
 - •As explained with their titles, these tabs will let you view the history and communication detail of the actions you have taken with your proxy.

