

UIW OFFICE OF THE REGISTRAR

FERPA Rights and Proxy Access

Proxy Instructions for Parents and Authorized Proxy Users

The Family Rights and Privacy Act of 1974 (FERPA) provides for the confidentiality of student education records. This means that the student, alone, has access to their 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 personal information, and to discuss that information with UIW officials, a student must designate a proxy through their MyWord/Bannerweb account. **If your student has done this, follow the instructions below to establish your proxy access.** For more details on FERPA and how it is enforced at UIW, visit www.uiw.edu/registrar/FERPA.html

You will receive an email notifying you that a student has granted you proxy access with the subject line New proxy identity. Click on the link in the email and use the temporary password provided in the email to gain access. (It is a good idea to save this link for future use.)

New proxy identity D Inbox ×	ēØ
The Proxy Access pages are available using the school's Banner Web or through a proxy access login at the following URL:	
https://bannerweb.uiwtx.edu/prod/bwgkpxya.P_PA_Action?p_token=GUFCZEtC_U_NO_1_V1_kQ(se_3_MHI_1C3 as the temporary password)	
When you first contact the web site you will be asked to establish a password for subsequent agains. We also as that you fill in yo profile information completely and confirm that it is up to date.)ur

 You will be prompted to Reset your PIN. Your Old PIN is the temporary password you received in the email. Enter a new PIN that is memorable and unchanging. You will use this for all subsequent log ins. If you forget your PIN, only you or your student can reset it for you. UIW officials do not have that capability.

Enter e-mail address*	@gmail.com			
Enter Old PIN*	•••••			
Enter New PIN*				
	•••••			
Validate PIN*				
Save				

3.Update the required profile information in the Profile tab. Click Save.

Required data missi	ng : Birthdate	
Proxy Profile		
Please keep your Ban	er Web proxy information up-to-date.	Click here to change you PIN
 Indicates a required 	field.	F 114
Salutation		
First Name 🔹	Mother	
Middle Name		
Last Name 🍺	Cardinal	
Name Suffix		
Nickname		
E Mail Address 🏾 🍍	mothercardinal@gmail.com	
Birthdate (MM/DD/Y	VVV) .	

4. Click on the tab with your student's name to view what you have access to.

	Profile Red Cardinal
	Proxy Authorizations
L	The following Banner Web page links have been specifically authorized for your use. Access window. There is no need to close the window until you have completed all
I	Authorized User for Red Cardinal
	View Address
L	View Holds
1	Print Unofficial Transcript

NOTE: Access to this information does not grant others permission to alter the student's record or conduct business on behalf of the student. Changes to the student enrollment or academic record must be made by the student.



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Proxy Instructions for Students

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- Log in to WORD using your UIW credentials and select 💅 BannerWeb from the Launchpad 1.
- Click on the Proxy Services tab and then click on Proxy Management 2.
- Click on Add Proxy and complete all the required fields. Click Add Proxy again. This will send an email to your proxy so that 3. they may establish their access. **\mathbf{\Psi}** Add Proxy
- Click on Expand [Your Proxy's Name]. Four tabs will appear: Profile, Authorization, History, and Communication 4.
 - 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. Ø_{E-mail Authorizations}

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.

