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

1. 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.)
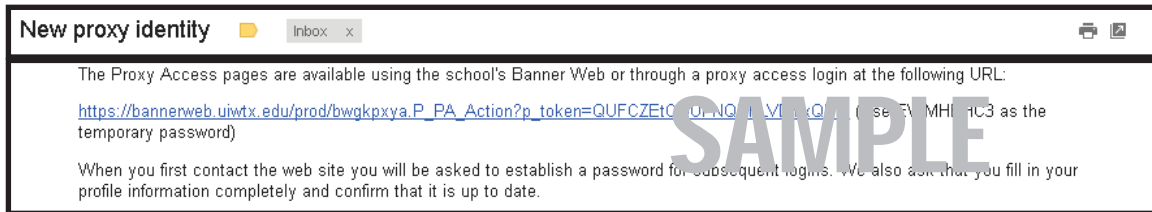
2. You will be prompted to Reset your PIN. Your Old PIN is the temporary password you received in the email. Enter a new PIN that is memorable and unchanging. You will use this for all subsequent log ins. If you forget your PIN, only you or your student can reset it for you. UIW officials do not have that capability.

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

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

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.

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 **myWORD** 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. **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.