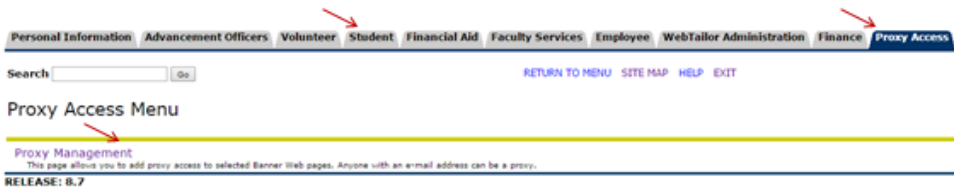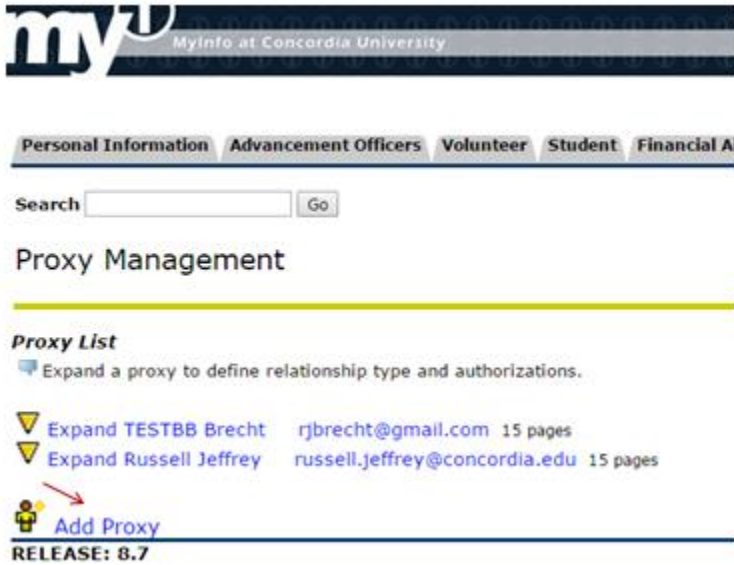# Web Proxy Instructions

Basic process

Student logs into MyInfo and clicks on **Student** tab>**Proxy Access** tab >**Proxy Management** link:

Student clicks **Add Proxy**

Student fills out form and clicks **Add Proxy** button

Web Proxy Instructions

New proxy receives email with instructions for first-time login:

From:	studentproxy@concordia.edu [studentproxy@concordia.edu]	Sent: Tue 5/12/201
To:	Brett Lowe	
Cc:		
Subject:	New proxy identity	
Attachments:		
		View A

To: Brett Lowe (brett.lowe@concordia.edu)

Rebecca Brecht has added you (brett.lowe@concordia.edu) as a proxy in the Concordia University Texas MyInfo system.

The Proxy Access pages are available via MyInfo using your proxy access login at the following URL:

https://myinfo.concordia.edu/pls/cua/bwgkpxya.P_PA_Action?p_token=QUFFRnpKQUFQQQUFBYUFRQUFC

Use HE7CF0PR as the Action password for your first time login and also in the "Old Pin" field when establishing a password for subsequent logins.

Student records are confidential and protected under the Family Educational Rights and Privacy Act (FERPA). For more information on FERPA at Concordia, go to www.concordia.edu and search on keyword = FERPA.

The student is releasing their academic records to you for your use only - They may not be released to any additional individuals or used for any other purpose than your personal use.

If you feel you have received this message in error, please forward to studentproxy@concordia.edu .

Student still needs to designate *what screens* the new proxy has access to. In our example, the student clicks on **Expand Brett Lowe**:

Proxy Management

✔ A new proxy has been successfully added.

Proxy List
Expand a proxy to define relationship type and authorizations.

▽ Expand TESTBB Brecht   rjbrecht@gmail.com 15 pages
▽ Expand Russell Jeffrey   russell.jeffrey@concordia.edu 15 pages
▽ Expand Brett Lowe   brett.lowe@concordia.edu 0 pages 🔒

Student follows instructions on the screen:

Web Proxy Instructions

In our example, the student selects **Parent or Legal Guardian**:

Then the student follows the on-screen instructions and clicks on the **Authorization** tab. Note in this example the student only selected the first grouping related to accounts receivable info.

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Note: You may receive a call from someone saying that there are some checkboxes with nothing next to them. That is true - It's a known issue and we do not have a fix for it. If we remove those checkboxes, it prevents us from displaying the other info; they are tied together.

After the student makes their selections and clicks on the **E-mail Authorizations** button on the right, the new proxy will receive a *second* email with a list of the screens they can see, plus the URL to login to MyInfo as a proxy:

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The other two tabs are **History** and **Communication**;they are for informational purposes only. No action is needed on these tabs:
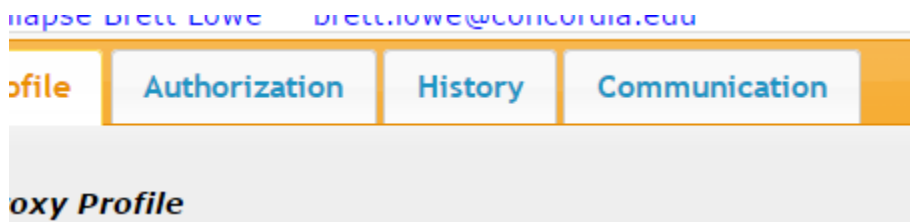
If a proxy loses their pin and contacts the Helpdesk directly - Ask the proxy to contact the student who gave them the proxy access. The student will be able to login to **MyInfo>Proxy Access** tab, click on the requestor's name and click the **Reset Pin** button. This will trigger an email to the requestor (proxy) with a link and instructions to reset their pin.

If a student has questions, have them contact Student Central.