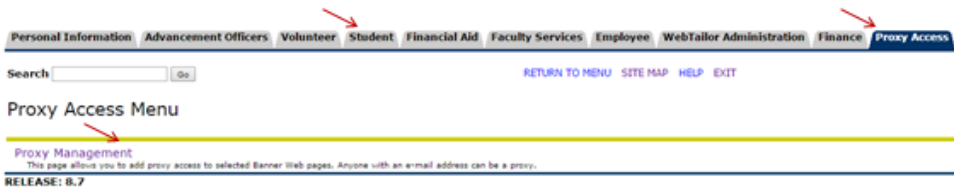


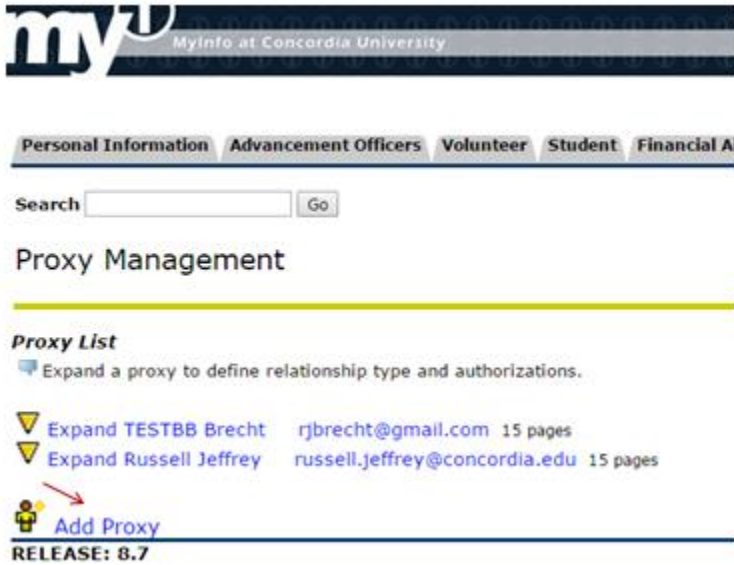
# Web Proxy Instructions

## 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 At](#)

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/bwglpxya.P\\_PA\\_Action?p\\_token=QUFFRupKQUFQQUFBYUFRQUFC](https://myinfo.concordia.edu/pls/cua/bwglpxya.P_PA_Action?p_token=QUFFRupKQUFQQUFBYUFRQUFC)

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](http://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

**Profile** | Authorization | History | Communication

**Proxy Profile**  
Please select your relationship with this proxy. The list of pages available includes (e.g., mom, soccer coach, company name).  
**Click on the Authorizations tab to complete the process.**

\* - indicates a required field.



**Relationship\***


**Description**


**Passphrase**

**Start Date (MM/DD/YYYY)\***

**Stop Date (MM/DD/YYYY)\***

 E-mail Passphrase  Reset PIN

 Your proxy has not verified their email address.

 The proxy PIN is disabled.

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

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

**Proxy Profile**  
Please select your relationship with this proxy. The list of pages available includes (e.g., mom, soccer coach, company name).  
**Click on the Authorizations tab to complete the process.**

Special profile tab information text dealing with parents.

\* - indicates a required field.

**Relationship\***

**Description**

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.


# Web Proxy Instructions

## Page Authorization

Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view these pages when they log in.

[Copy Authorizations](#)  
Select Proxy ▾

Click the **Email Authorizations** button on the right once you have completed your selection.

 E-mail Authorizations

Special authorization tab information text dealing with parents.

- Accounts Receivable Information Check to Select or Deselect ALL items below.
  - Account Summary by Term
  - Statement and Payment History
  -
- Financial Aid Check to Select or Deselect ALL items below.
  - Award History
  - Award Payment Schedule for Financial Aid Year
  - Financial Aid Status
  - 
  -
- Registration Information Check to Select or Deselect ALL items below.
  - Registration History
  - Concise Student Schedule
  -
- Student Information Check to Select or Deselect ALL items below.
  - Final Grades Term Selection
  -
- Transcript Information Check to Select or Deselect ALL items below.
  - Academic Transcript Options
  -

**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:

To: Brett Lowe  
Cc:  
Subject: Updated proxy access authorizations  
Attachments:

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

Rebecca Brecht has authorized you to have proxy access to the following pages:

Accounts Receivable Information

- Account Summary by Term
- Statement and Payment History

Financial Aid

- Award History
- Award Payment Schedule for Financial Aid Year
- Financial Aid Status

Transcript Information

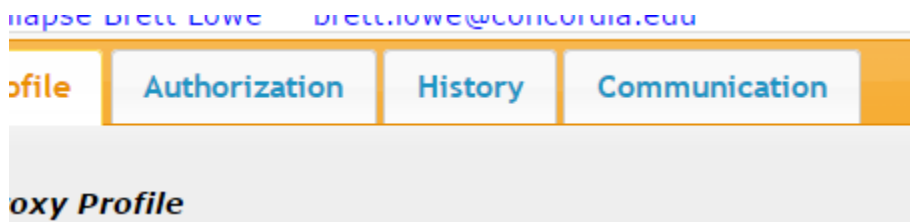
- Academic Transcript Options

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

[https://myinfo.concordia.edu/pls/cua/bwgkprxy.P\\_ProxyLogin](https://myinfo.concordia.edu/pls/cua/bwgkprxy.P_ProxyLogin)

## Web Proxy Instructions

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.