You control your information

The process of creating and maintaining a proxy account is controlled by you. You must grant approval for all proxies and you can select which services proxies may access on your behalf. In order for this to happen, you must login to the Student Center and navigate to your Student Center.
Once inside your Student Center, click on the ‘Share My Information’ tab located on the right-hand side of the page, as shown in this example of Sebastian’s Student Center.
You will then navigate to the Share My Information summary page. This page will identify individuals to whom you have provided access to your student information. You will use this page to provide access to new proxies. You are also able to modify and delete existing proxy access.
Completing the “Terms and Conditions” is required prior to providing access to your student record information to your proxy.
After accepting the terms and conditions relating to the Federal Family Education Rights and Privacy Act (FERPA), you will be able to complete the information required and select which transactions your proxy can access. You have the ability to select one, some, or all of the sharable information under ‘Transaction Name’.

When the ‘Save’ button is clicked, you will be notified that an email will be sent to your proxy affirming that access has been granted.
After clicking the ‘OK’ button, a confirmation is posted indicating that the process was successful.

At this point in the process, you will be able to see the status of your actions on your Share My Information summary page. Notice that the status of the transaction is “submitted” and the Contact Status for the proxy is “unknown.” This will change once the proxy has completed and submitted all of the required information.

For information about what step the proxy must follow, refer to the Proxy Guide.