What is a myPurdue Proxy?

A student can give parents, legal guardians, or other trusted parties access to view certain pieces of their student information online. This access is referred to as proxy access, and the person who is granted this authorization is called a **myPurdue proxy**. The student controls the entire process through their myPurdue Portal, and can add anyone with a valid email address as a proxy.

How do I add a Proxy to my account?

- Using your Purdue career account user name and password, login to **myPurdue** at [https://my.purdue.purdue.edu](https://my.purdue.purdue.edu).

- On the Academics tab, under Personal Information, click on **Proxy Management**.
• Click on **Add Proxy**.

![Proxy Management](image)

**Proxy Management**

In compliance with FERPA and the University's policy on Access to Student Education Records (Title IV, Part 6), students, at their discretion, may grant the University permission to release information about the selected student records to the assigned individual. This authorization is intended for the release of academic transcript and schedules/registrations. To authorize access to billing information and/or pay bills related to your student account please visit [http://www.purdue.edu/academicaffairs/authorizeduser.pdf](http://www.purdue.edu/academicaffairs/authorizeduser.pdf)

**Proxy List**

Required a proxy to define relationship type, begin and end dates, and authorizations.

- [Add Proxy](image)

• Fill out the necessary boxes and click on **Add Proxy**.

![Add a Proxy](image)

**Add a Proxy**

Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.

- Indicates a required field.

  **First Name**

  **Last Name**

  **E-mail Address**

  **Verify E-mail Address**

- [Add Proxy](image)

• Your Proxy will then receive an email with URL link for & a temporary password to verify their email and establish a password for subsequent logins.

![New proxy identity](image)

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no-reply@purdue.edu

New proxy identity
• Click on the upside down arrow to expand the proxy and define relationship type, begin & end dates and authorizations.

- A new proxy has been successfully added.

**Proxy List**

Expand a proxy to define relationship type, begin and end dates, and authorizations.

- Expand Cheryl Files: cfiles@purdue.edu 0 pages

- On the profile page, select the relationship, enter the description and create a Passphrase (must be 8 characters), select the active dates for the proxy and then click on the E-mail Passphrase.

- Your proxy has not verified their email address.

- The proxy PDU is disabled.

- On the authorization tab, select what your proxy can/cannot view.

**Page Authorization**

Select the information pages your proxy should be able to access. Once you update these pages they will log in.

- Proxy Check to Select or Deselect ALL items below:
  - Financial Aid Status
  - Financial Aid Requirements
  - Award History
  - Award Overview
  - Award Payment Schedule
  - Federal Shopping Sheet
  - Loan Application History
  - Academic Transcript
  - Grade Detail
  - Midterm Grades
  - Final Grades
  - Registration Status
  - Week at a Glance Schedule
  - Student Detail Schedule
  - View Holds
• The Bursar staff can share information with a Proxy but must be an authorized user within the secure bill payment system on a student account to view/print invoices or make a payment.

Proxy Access Login

If you want access to billing information and/or to pay a bill related to your student account, you must be an authorized user within the secure bill payment system. If you are already an authorized user you can login at https://secure.purdue.edu/C21391_fina/web/login.pgs. For instructions on how your student can set you up as an authorized user please visit http://www.purdue.edu/bursar/pdf/tutorials/authorized-user.pdf.

Banner Web users can register any e-mail address as a proxy and can then enable individual proxy access to selected Banner Web pages. All Banner Web pages are personal and confidential. The proxy PIN should never be shared. If you suspect that someone else may know your proxy credentials, enter your e-mail address and then reset your PIN using the ‘Forgot PIN’ or ‘Reset PIN’ button.