

myPurdue Proxy Access – Student Guide

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

This consent is necessary to comply with the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of students and prohibits institutions of higher education from disclosing any student information, including financial information, without the explicit authorization of the student.

Creating a Proxy

To provide an individual electronic access to your student information, you must first create a proxy account.

1. Navigate to the myPurdue Portal, and log in with your career account username and password.
2. From the **Academics** page, click the **Proxy Management** link in the **Personal Information** section.

The screenshot displays the myPurdue portal interface. At the top, the Purdue University logo and 'myPurdue' text are visible. Below this is a navigation bar with several tabs: Academics, Registration, Bills & Payments, Financial Aid, Graduating, Banner, and Life @ Purdue. The 'Academics' tab is highlighted with a red box. A red arrow points from this tab to the 'Proxy Management' link in the 'Personal Information' section. The 'Personal Information' section contains a list of links: Addresses & Phones, DRC Accommodation Letters Email Addresses, Emergency Contacts, Ethnicity & Race, Name Change Info, Parent/Guardian Contacts, Proxy Management (circled in red), Religious Preference, Sexual Orientation/Gender, SSN Change Info, Standardized Test Scores, and Student Record. Other sections visible include 'My Courses' with a table of registered courses for Spring 2016, 'Schedule' with options like 'Week-at-a-Glance', and 'Academic Profile' for Fall 2015 showing 'Class Standing: Graduate' and 'Degree: Master of Science in Education'.

Section	Instructor
EDCI-67000-028	
EDCI-57300-005	
CAND-99100-001	Instructor Not Assigned
EDCI-56800-004	

3. On the Proxy Management page, click Add Proxy.



PURDUE UNIVERSITY | myPurdue Self-Service

Personal Information Student Financial Aid

Search

Proxy Management

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

Your proxy list is empty.

 [Add Proxy](#)

4. Next, enter the following information about your proxy: First Name, Last Name, Email address. Note that proxies will use this email address to log in and access the authorized pages. Please ensure the email address is entered correctly.

5. Click the **Add Proxy** button.

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*	<input type="text" value="Joe"/>
Last Name*	<input type="text" value="Public"/>
E-mail Address*	<input type="text" value="jpublicproxy2016@email.com"/>
Verify E-mail Address*	<input type="text" value="jpublicproxy2016@email.com"/>


6. Upon success, the new proxy will appear in the Proxy List. Your proxy will receive an email with directions for setting up and accessing their account. Until you complete the next steps, they will not have access to any information.


Proxy Management

✓ A new proxy has been successfully added.

Proxy List

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

Expand Joe Public jpublicproxy2016@gmail.com 0 pages 

 [Add Proxy](#)

Customizing a Proxy Profile & Selecting Proxy Relationship

After adding the proxy, you must update the proxy profile, and select and describe the relationship type. You will not be able to authorize access until this profile has been updated. This information helps our administrators understand your relationship to this proxy.

To update the profile and select proxy relationship:

1. Click the “Expand” Arrow to expand the proxy information.


Proxy Management

✓ A new proxy has been successfully added.

Proxy List

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

 Expand Joe Public jpublicproxy2016@gmail.com 0 pages 


 [Add Proxy](#)

2. On the Profile tab, create the proxy profile. This information will be auto-saved as you enter it.

 Collapse Joe Public [jpublicproxy2016@gmail.com](#)

Profile Authorization History Communication

Proxy Profile

Please select your relationship with this proxy. The list of pages available to the proxy  based on relationship type. The description field is your personal note about this proxy (dad, mom, soccer coach, company name). The passphrase can be used to determine FERPA identity for phone calls or other off-line queries by this proxy. You must communicate the passphrase to your proxy. You can control the start and end dates for proxy access below.

* - indicates a required field.

Relationship*

Description

Passphrase

Start Date (MM/DD/YYYY)*

Stop Date (MM/DD/YYYY)*

 [E-mail Passphrase](#)  [Reset PIN](#)  [Delete Proxy Relationship](#)

- a. Choose **myPurdue Proxy** from the Relationship drop-down.

Proxy Profile

Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship type. You must communicate the passphrase to your proxy. You can control the start and end dates for proxy access below.

* - indicates a required field



Relationship*

Description

Passphrase

Start Date (MM/DD/YYYY)*

Stop Date (MM/DD/YYYY)*

 [E-mail Passphrase](#)  [Reset PIN](#)  [Delete Proxy Relationship](#)

- b. In the description field, enter your relationship to the proxy. Examples of these relationships might include: Mom, Dad, Grandma, Grandpa, Spouse, or Company name.

Proxy Profile

Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship. You can communicate the passphrase to your proxy. You can control the start and end dates for proxy access.

* - indicates a required field.

Relationship*	<input type="text" value="myPurdue proxy"/>
Description	<input type="text" value="Dad"/>
Passphrase	<input type="text" value="Go Boilers!"/>
Start Date (MM/DD/YYYY)*	<input type="text" value="05/18/2016"/>
Stop Date (MM/DD/YYYY)*	<input type="text" value="05/18/2017"/>

 [E-mail Passphrase](#)  [Reset PIN](#)  [Delete Proxy Relationship](#)

- c. In the Passphrase field, choose a passphrase to provide to your proxy. This passphrase will be used to determine FERPA identity for phone calls or other off-line queries by this proxy. You are responsible for sharing this passphrase with your proxy.
- i. **Example:** Your father calls the office of Financial Aid to ask about your Financial Aid Status that he sees when he logs in as a Proxy. You have given your dad access to this information as a proxy. With this passphrase, the student grants the office permission to answer questions about this information.

Proxy Profile

Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship. You can communicate the passphrase to your proxy. You can control the start and end dates for proxy access.

* - indicates a required field.

Relationship*	<input type="text" value="myPurdue proxy"/>
Description	<input type="text" value="Dad"/>
Passphrase	<input type="text" value="Go Boilers!"/>
Start Date (MM/DD/YYYY)*	<input type="text" value="05/18/2016"/>
Stop Date (MM/DD/YYYY)*	<input type="text" value="05/18/2017"/>

 [E-mail Passphrase](#)  [Reset PIN](#)  [Delete Proxy Relationship](#)




- ii. To share the passphrase electronically, click **Email Passphrase**.

Proxy Profile

Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship. You can communicate the passphrase to your proxy. You can control the start and end dates for proxy access.

* - indicates a required field.

Relationship*	myPurdue proxy
Description	Dad
Passphrase	Go Boilers!
Start Date (MM/DD/YYYY)*	05/18/2016
Stop Date (MM/DD/YYYY)*	05/18/2017

 [E-mail Passphrase](#)  [Reset PIN](#)  [Delete Proxy Relationship](#)

- d. Enter a **start date** and **stop date** for proxy access. Upon the start date, a proxy will be able to log in and access authorized information. Upon the Stop date, the proxy will no longer be able to log in and view authorized information.

Proxy Profile

Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship. You can communicate the passphrase to your proxy. You can control the start and end dates for proxy access.

* - indicates a required field.

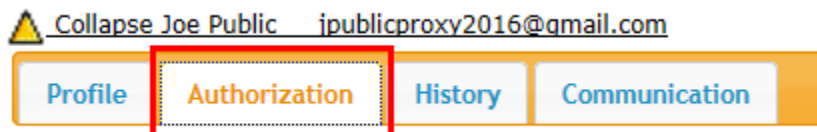
Relationship*	myPurdue proxy
Description	Dad
Passphrase	Go Boilers!
Start Date (MM/DD/YYYY)*	05/18/2016
Stop Date (MM/DD/YYYY)*	05/18/2017

 [E-mail Passphrase](#)  [Reset PIN](#)  [Delete Proxy Relationship](#)


Page Authorization

The next step in this process is to select the information pages that the proxy will be authorized to access. Once authorized, they will have view-only access to this information. **Note:** Granting proxy access does **NOT** grant the proxy permission to make changes on your behalf. They will not be able to edit any of the information on these pages.

1. Click on the Authorization Tab to access the Page Authorization page.



2. On this page, you will see a list of information pages that are available for your proxy to view. From the given list, select the information pages by clicking the appropriate boxes. When selected, a checkmark will appear in the box. To select all options, click the box next to **Proxy Check to Select or Deselect ALL items below**. The system automatically saves the information, so there is no save button. The proxy will be able to see these pages the next time they log in.

 [Collapse Joe Public](#) [jpublicproxy2016@gmail.com](#)




Page Authorization

Select the information pages your proxy should be able to access. Or these pages when they 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](#)
- [Academic Transcript](#)
- [Grade Detail](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Registration Status](#)
- [Week at a Glance Schedule](#)
- [Student Detail Schedule](#)
- [View Holds](#)

3. Once all selections have been made, click the E-mail Authorizations link to notify the proxy. The email that is generated will indicate what access has been authorized.

 Collapse Joe Public jpublicproxy2016@gmail.com

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Page Authorization
Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view and/or update these pages when they log in.

[E-mail Authorizations](#)

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](#)
- [Academic Transcript](#)
- [Grade Detail](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Registration Status](#)
- [Week at a Glance Schedule](#)
- [Student Detail Schedule](#)
- [View Holds](#)

4. The account setup is complete. The proxy will receive an email notification that the account has been created. The email will include the username (proxy's email address) and temporary action password. The proxy will need to complete the registration/authentication process by visiting the link provided in the email.
5. After completing the authentication process, the proxy will be able to log in and view the authorized information pages.

Additional Information tabs

Proxy Authorization History

You also have the ability to view your authorization history to determine which pages have been enabled and disabled in the past. To view the Authorization Log:

1. Click on the History tab.

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2. In this tab, you will find an authorization log that lists the history of your authorizations for the proxy. This log provides you with the following information:
 - a. A date and time of the change in authorization.
 - b. The Action. Actions include Enabling and Disabling of the page.
 - c. The title of the page

Authorization Log

This list is the history of your authorizations for this proxy (newest to oldest).

Date	Action	Page
May 18, 2016 03:16 pm	Disable	Academic Transcript
May 18, 2016 03:16 pm	Disable	Academic Transcript
May 18, 2016 02:59 pm	Enable	Academic Transcript
May 18, 2016 02:59 pm	Enable	Academic Transcript
May 18, 2016 02:59 pm	Enable	Award Overview
May 18, 2016 02:59 pm	Enable	Award Overview
May 18, 2016 02:59 pm	Enable	Financial Aid Status
May 18, 2016 02:59 pm	Enable	Financial Aid Status

Proxy Communication Log

The Communication tab holds a detailed list of any notification messages transmitted to the Proxy, and the subject of the messages have been sent. For example, when you add a proxy, they are sent email messages informing them that you have granted them access. The history of the transmission of these types of messages are kept in this log. This is also where you can resend messages if needed.



Communication Log

Action date is when the proxy activated the URL within the message. Expiration date is when the URL within the message will last be active.

Transmit Date	Subject	Action Date	Expiration Date	Resend
Jun 10, 2016 02:03 pm	New proxy identity		Jun 15, 2016	
Jun 10, 2016 02:03 pm	New proxy relationship			

The Action date refers to when the proxy activated the URL within the message by clicking on it. The Expiration Date refers to when the URL within the messages will last be active.

To resend a message:

If the proxy does not receive the email messages or accidentally deletes them, visit this tab and click the message icon in the Resend column of the log.



Communication Log

Action date is when the proxy activated the URL within the message. Expiration date is when the URL within the message will last be active.

Transmit Date	Subject	Action Date	Expiration Date	Resend
Jun 10, 2016 02:03 pm	New proxy identity		Jun 15, 2016	
Jun 10, 2016 02:03 pm	New proxy relationship			

