How to Share Your WyoRecords Access

UNIVERSITY OF WYOMING | Office of the Registrar

Summary

Learn how to setup and use proxy management allowing an authorized individual (e.g. parent or guardian) access to WyoRecords student information like academic records or financial aid.

Why Set up Proxy Access?

By setting up proxy access to WyoRecords, a student will allow an outside user the ability to review their academic and financial aid records through a separate login. The student can share access to this information while maintaining their own data/login security. It also allows the student to control the duration of time the proxy has access, what information the proxy has access to, and to view what information has been viewed by the proxy. Proxy access will not allow the proxy to edit or change information, nor does it allow access to courses that are in progress (i.e. WyoCourses).

Setting Up Proxy Access

1. Navigate to WyoWeb.
2. Login to WyoRecords > Student with your UW user name and password.
3. Select Personal Information > Share Your WyoRecords Access from the menu.
4. Click the + Add New button.
5. Enter all the required information of the proxy.
6. Proxy access can be temporary. Enter a start and stop date.
7. It is optional to add a pass phrase so that a proxy can speak to the University on the students' behalf. The student is responsible for giving that pass phrase to their proxy exactly as they have designated.
8. Check the authorization boxes of resources the proxy needs to access. NOTE: Giving access to the Student Profile also includes grades!
9. Click Submit.

Potential Uses

- Allow a parent/guardian to access transcripts for insurance discounts
- Give access to a financial manager helping with financial aid
- Provide access to a scholarship coordinator so they can monitor academic progress

Passphrases

One optional field within the proxy is to create a passphrase. The passphrase can allow the proxy to identify themselves as a valid proxy when speaking to certain UW offices on the student's behalf.

Share Your WyoRecords Access button in WyoRecords

Menu
- **Personal Information**
  - ○ Update Personal Information
  - ○ WyoOne ID Photo
  - ○ **Share Your WyoRecords Access**

Remove/Edit Access

1. Navigate to WyoWeb.
2. Login to WyoRecords > Student with your UW user name and password.
3. Select Personal Information > Share Your WyoRecords Access from the menu.
4. If you have existing proxies the person will show up under the Proxy Management list.
5. To remove a proxy, click the trash can icon and then click Delete to confirm the removal.
6. To edit proxy information, click the pen icon.
   - ○ In the Proxy Information tab, the student can change and e-mail the pass phrase to the proxy.
   - ○ The History tab allows the student to see what the proxy has been given access to and when. Students can view when a proxy has logged in, pages the proxy has viewed, and when authorization has been given to specific pages.
   - ○ The Communication tab allows the student to see what was sent to the proxy and resend, if needed.
   - ○ In the main edit page, the student can click Reset Proxy Password. This resets the password the proxy has set after initial login.

The Proxy Information form where proxy access is added.

Proxy Information ⓘ

Profile *(Required)*

First Name
[First Name]

Last Name
[Last Name]

E-Mail
[E-Mail Address]

Verify E-Mail
[Verify E-Mail Address]

Relationship ⓘ
[Parent or Legal Guardian ▾]

Start Date   Stop Date
[08/06/2025]   [02/02/2026]

Additional Information

Description
[Description]

Passphrase
[Passphrase]

Authorizations *(Required)* ⓘ

☐ Select All

☐ Student Profile and Grades
☐ Academic Transcript
☐ College Financing Plan
☐ Financial Aid Home
☐ Financial Aid Offer
☐ Financial Aid Resources
☐ Financial Aid History
☐ Financial Aid Notifications
☐ Financial Aid Satisfactory Academic Progress

[Cancel] [Submit]

Related Pages

WyoRecords Proxy Management

WyoWeb

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