OFFICE OF THE REGISTRAR

Proxy User Access Guide



Office of the Registrar



Summary

Learn how to set up a proxy account after being assigned by a student, and what can be viewed through proxy access.



Why Set up Proxy Access?

Document Outline

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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 view courses that are currently in progress (i.e. WyoCourses).



Set Up Proxy Account

- 1. Student will establish a proxy through WyoWeb.
- 2. Proxy will receive three (3) emails from proxy_access@uwyo.edu to the email the student listed for that record (proxy may need to check junk mail to find emails):
 - a. New Proxy Identity Contains information about being a proxy user and has the login portal link to set up a new account.
 - b. New Proxy Confirmation contains initial password to set up account.
 - c.New Proxy Relationship contains the permanent link to access the proxy account once it has been set up.
- 3. Proxy will follow the prompts through the link to set up their account.
- 4. Proxy can log in and view the information the student has established for the proxy to view, such as current registration, transcripts, and financial aid information. Additionally they can edit their personal information or change their password.



Potential Uses

- Allow a parent/quardian 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 setting the student can establish is a passphrase for the proxy. The passphrase can allow the proxy to identify themselves as a valid proxy when speaking to certain UW offices on the student's behalf. The student is the only person who can share this passphrase with the proxy.



Screenshots

Proxy Landing Page

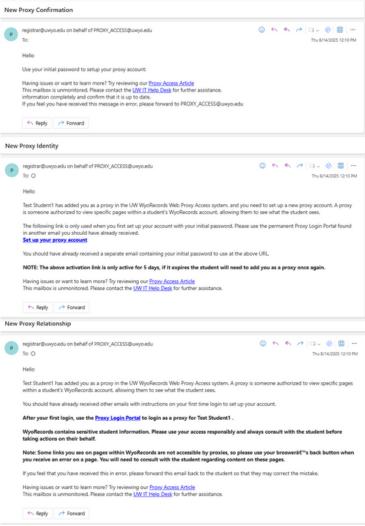


Additional Information

- Proxy access is completely managed by the student through their WyoRecords account, so a UW official will not be able to add to or edit access given to a proxy.
- Students can customize the access the proxy is given based on the purpose for the proxy access.
- Proxy access is generally set up for a set amount of time.
- Passphrases are only used by certain UW offices, and if the office recognizes the passphrase they will only share personal information that is authorized within the proxy's account set by the student.
- If access is lost or if the proxy needs to have the link to the proxy login page resent, the student will need to take those actions through their proxy access management screen in WyoRecords. UW officials are not able to send or edit this information.



Emails



Related Pages

WyoRecords Proxy



How to Share WyoRecords Access



