

Proxy User Access Guide

UNIVERSITY
OF WYOMING

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.

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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 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/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 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.

