


# Claiming a Proxy

**Once the student creates a proxy, the proxy will get two emails: one with a URL for the Proxy Access page and another with the proxy's initial password.**

1) Proxy should follow the link in the email. Enter the initial password.

**Enter your Initial Password, then click Submit to continue.**



An email you received contained a URL (which you have used to get here), and a separate email contained an initial password. These are used together to verify that you are an intended recipient. You will also use the password for the Initial Password on the following page when establishing your new password.

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2) Reset password.

**Reset your security password for Proxy Access.**

Your email address has been verified. The next step is to save your password for proxy access. Enter your new password twice. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

3) Proxy sets up personal information.

The screenshot shows a web interface with a header area containing the text "Hello" and "Big stuff,". Below this is a light blue banner with an information icon and the text: "You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view." Below the banner are two white tiles. The first tile has a person icon, the title "Proxy Personal Information", and a right-pointing arrow. Below the title is the text "View/Update Proxy Personal Information." The second tile has a graduation cap icon, the text "I am a proxy for Winthrop Student", and a dropdown menu labeled "Select to view" with a downward arrow.

4) Use **Select to view** dropdown to view student's information.

**Please remember...**

- Only the student can create a proxy.
- A student can disable proxy access at any time.
- You can specify which records are viewable by the proxy.
- Winthrop employees cannot tell whether a student granted a person proxy access. Only the student can see that.