

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.

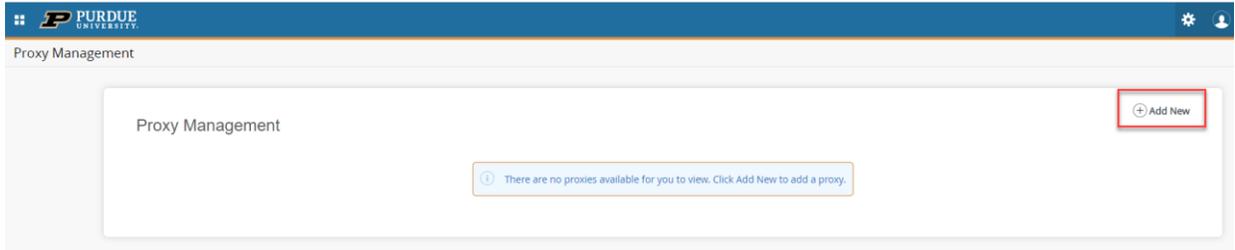
Creating a Proxy

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. On the left is a dark navigation sidebar with the 'Academics' menu item highlighted. The main content area is titled 'Academics' and contains several sections: 'Student Schedule', 'Important Student Contact Information', 'Destination: Graduation', and 'Personal Information'. A red arrow originates from the 'Academics' menu item in the sidebar and points to the 'Proxy Management' link within the 'Personal Information' section. The 'Personal Information' section lists various options such as 'Addresses & Phones', 'Complete a Survey', 'Confirm Course Experience Location', 'DRC Accommodations (My Dashboard)', 'Email Addresses', 'Ethnicity & Race', 'My Career Plan Survey', 'Name Change Info', 'Probation Survey', 'Proxy Management', 'Religious Preference', 'Review your CODO requests', 'Sexual Orientation/Gender', 'SSN Change Info', 'Standardized Test Scores', and 'Student Record'.

3. On the Proxy Management page, click **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. Select MyPurdue Proxy in the **Relationship** field and then select the appropriate authorizations for your proxy. 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. When complete, click **Submit**.

Proxy Information ⓘ

Profile (Required)

First Name

Last Name

E-Mail

Verify E-Mail

Relationship ⓘ

Start Date

Stop Date

Additional Information

Description

Passphrase

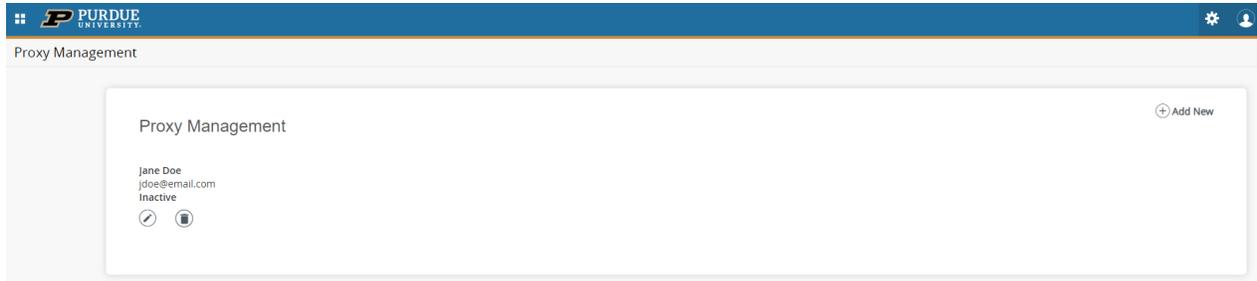
Authorizations (Required) ⓘ

Select All

Copy Authorizations ⓘ

- Financial Aid Status
- Financial Aid Satisfactory Requirements
- Financial Aid Award History
- Financial Aid Award Offer
- College Financing Plan
- Academic Transcript
- Student Grades
- Week at a Glance Schedule
- Student Detail Schedule
- Student Holds
- 1098T Tax Notification
- Student Profile
- Registration History

5. 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. The email will include the username (proxy's email address) and initial password. The proxy will need to complete the registration/authentication process by visiting the link provided in the email.



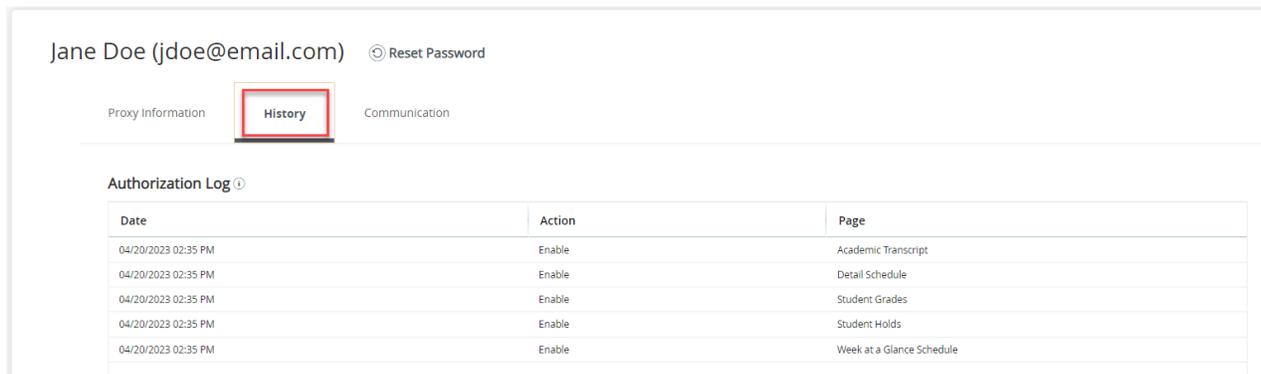
6. After completing the authentication process, the proxy will be able to log in and view the authorized information pages.

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:

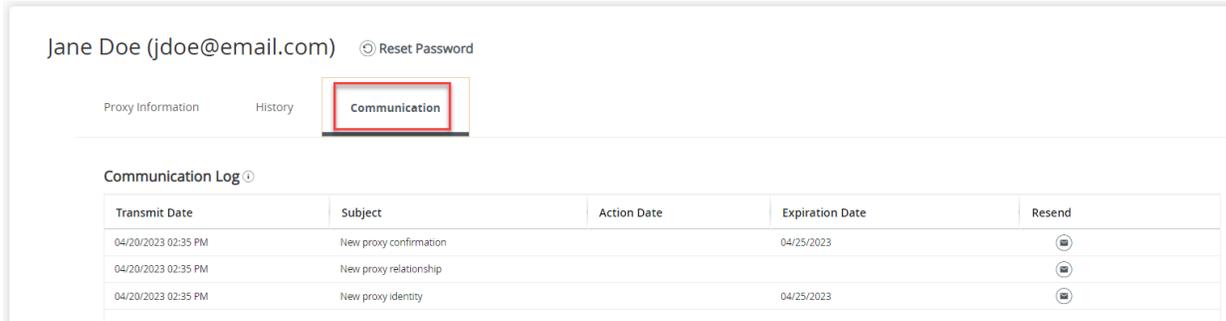
1. Click on the History tab.



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

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.



Jane Doe (jdoe@email.com) [Reset Password](#)

Proxy Information History **Communication**

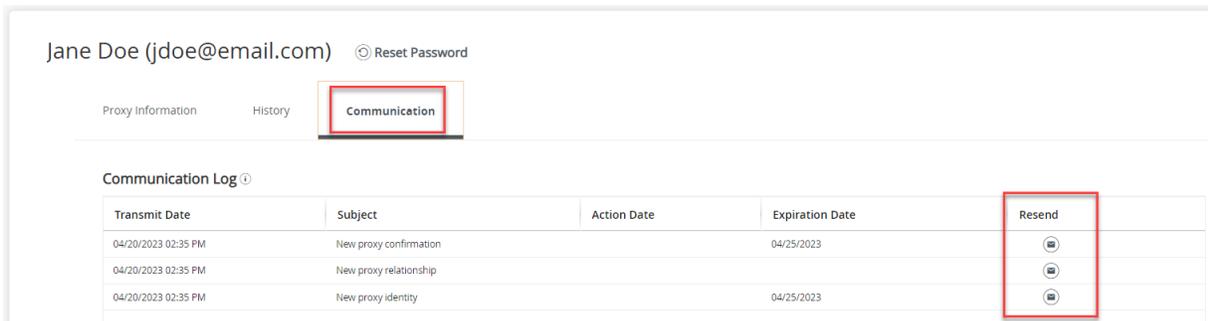
Communication Log ⓘ

| Transmit Date | Subject | Action Date | Expiration Date | Resend |
|---------------------|------------------------|-------------|-----------------|-------------------------------------------------------------------------------------|
| 04/20/2023 02:35 PM | New proxy confirmation | | 04/25/2023 |  |
| 04/20/2023 02:35 PM | New proxy relationship | | |  |
| 04/20/2023 02:35 PM | New proxy identity | | 04/25/2023 |  |

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.



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