

How to Claim Proxy Access

By default, students' records are not shared. Proxy Access (sometimes called Guest Access) allows students to grant view-only access to common student records. Students proxies may be parents, guardians, spouses, partners, etc.; anyone who the student wishes to grant access. Access is managed by the student in their MyWCU portal.

Using Proxy Access students can grant view-only access to the following:

<ul style="list-style-type: none">• Account Summary• Tax Notification 1098-T• Financial Aid History• Financial Aid Award Package• Financial Aid Status	<ul style="list-style-type: none">• Student Grades (final grades only)• Student Holds• Student Profile• Student Schedule – Detail• Student Schedule – Week at a Glance
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Initial Access/How to Claim:

Once your student grants you Proxy Access, you will receive two emails. These emails will be sent to the email address your student used to setup your access. One email will contain a temporary single-use password that you will need to claim your access to their record. The other email will contain the URL you use to login with your temporary password. Your email address is your username.

Once you've successfully logged in and changed your password, you will have access to the records your student granted you access. Students can have multiple proxies and each proxy can be granted access to any (or all) of the records listed above.

Subsequent Logins:

You can find a link to the Proxy Access portal on the university's Family Educational Rights and Privacy Act (FERPA) webpage. The FERPA page is easily found from the university's main webpage or by going to <http://FERPA.wcu.edu>. Login using the email address your student provided as your username, and the password you set. Note: If you want to bookmark a page for logging in, the FERPA page is the best page to bookmark as its not likely to move.

Password/Account Resets:

If you change email addresses or forget your password, contact your student. Only the student can reset passwords or change the email address associated with your access. When your student resets your password or your email address, you will receive a new temporary single-use password and link similar to when you claimed your initial access.

There is an FAQ with additional information posted on the Proxy Access Portal login page.

