

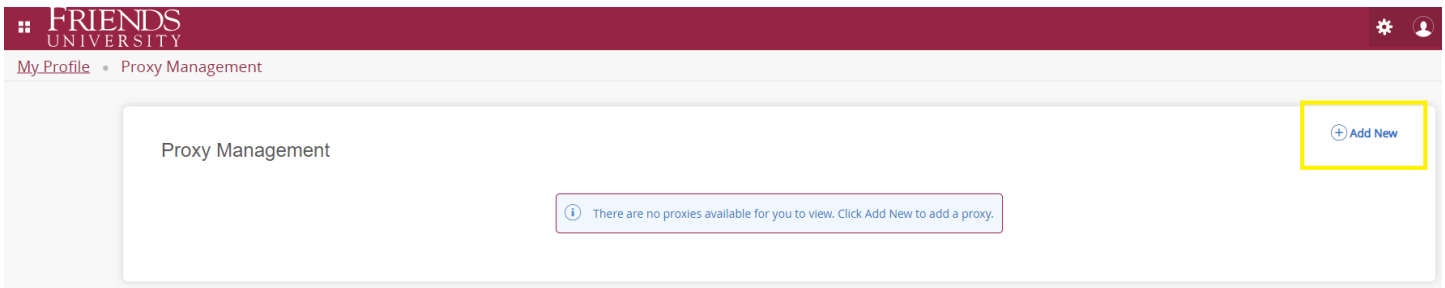
Creating an Authorized Proxy – Instructions for Students

All parents, or other third party proxies, must have a valid email address to be granted access. The same email address cannot be used more than once; i.e. each parent cannot establish a login with the same email address. A student may create as many proxies as they would like.

1. Go to Student Proxy Management

- a. Refer to the Friends website page for "Granting Student Record Access to Others".
- b. Log in to the Student Proxy Management System. You may be prompted to log in with your FalconHub credentials.

2. Select "Add New" in the top left corner to create a new Proxy.



3. Create your Proxy

- a. Fill in the Proxy information fields, select the relationship from the drop-down menu. The Start and Stop date access period defaults for five years. You may change the stop date as desired.

Proxy Information ⓘ

Profile (Required)

First Name

Last Name

E-Mail

Verify E-Mail

Relationship ⓘ

Start Date

Stop Date

4. Enter a description for the proxy

- a. Describe your relationship to the proxy (e.g, Mom, Dad, Grandparent, Guardian)

5. Enter a Passphrase for your Proxy.

- a. This can be any word or phrase that you will share with your proxy. A Friends University representative will ask the proxy to confirm this passphrase before discussing any of your student information with them.

6. Authorize your Proxy to view records

- a. Select any or all of the Authorization checkboxes you would like to give your proxy access too. Your proxy will be able to view these pages through the Proxy Access System once their account is created.

Additional Information

Description

Passphrase

Authorizations (Required) ⓘ

Select All

Copy Authorizations ⓘ

Select a Person

- Student Schedule
- Student Grades
- Account Summary
- Student Holds
- Week at Glance
- Financial Aid Dashboard
- Financial Aid Award Package
- Financial Aid Award History
- Financial Aid Status

7. Select “Email Passphrase” to inform your proxy of the passphrase

- a. Select the Pencil Icon (edit) of the proxy you just created
- b. Select “Email Passphrase”. This will send your proxy an email with the Passphrase you selected.




Description

Father

Passphrase

Bella

 E-mail Passphrase

8. Parent/Guardian will now set up their Proxy profile

- a. The proxy you just created will receive an email with instructions for logging into the Proxy Access system to view your information.
- b. For detailed instructions, refer to the “For Proxies” section on the “Granting Student Record Access to Others” webpage.