



# E-Z Arts SSB9



# Adding a Proxy<sub>(FERPA)</sub>

## Step 1. [E-Z Arts Login](#)

The screenshot shows the UNCSA E-Z ARTS login page. At the top left is the UNCSA logo. The main heading is "UNCSA E-Z ARTS". A red-bordered box in the top right corner contains the text: "Login will be via single sign on, using your artist email." Below the heading, there are several paragraphs of text: a "Note" about the update to single sign-on, a "Students: E-Z ARTS" paragraph explaining the service and consent, another "Students:" paragraph about exiting the system, a "SECURITY AGREEMENT" paragraph, and a "Problems Accessing This Service?" paragraph. Below the text are two blue links: "Course Catalog" and "Class Schedule". A red-bordered box with the text "Click Login to E-Z Arts" has a red arrow pointing to a button labeled "Login to E-Z ARTS". At the bottom of the page is a copyright notice: "© 2013-2022 Ellucian Company L.P. and its affiliates. All rights reserved."

**UNCSA**

# UNCSA E-Z ARTS

**Note:** E-Z Arts has been updated! From now on you will need to use your email user name and password to login (Single Sign-On).

**Students: E-Z ARTS** provides access to information, resources and tools that you will use throughout your academic career as a UNCSA student. The decision to do business electronically with UNCSA is yours. By logging in to E-Z Arts, you are providing your voluntary consent to conduct electronic transactions or agreements with the University that may occur at any time during your academic career, including actions related to Admissions, Financial Aid and Student Accounts, including the 1098T statement and registration. Some of these transactions or agreements may involve financial obligations.

**Students:** If you do not voluntarily consent to conduct business electronically with UNCSA, you should exit E-Z ARTS. By exiting the system, you are choosing to opt out of electronic transactions and agreements. It will be your responsibility to complete transactions in person at each appropriate office or location.

**SECURITY AGREEMENT:** The E-Z Arts ID (96#) assigned to me is for my use ONLY and will not be disclosed to anyone else. By accessing this service, "I agree to abide by the UNCSA [Policy for Technology Use](#), and not to perform illegal or unauthorized activities that would violate state and/or federal laws, nor University policies. I also agree that I will not disclose in verbal, electronic or printed format any information for which I am not authorized to do so."

**Problems Accessing This Service?** Contact Technology Support at 336-770-3300 or [submit a Support Request](#).

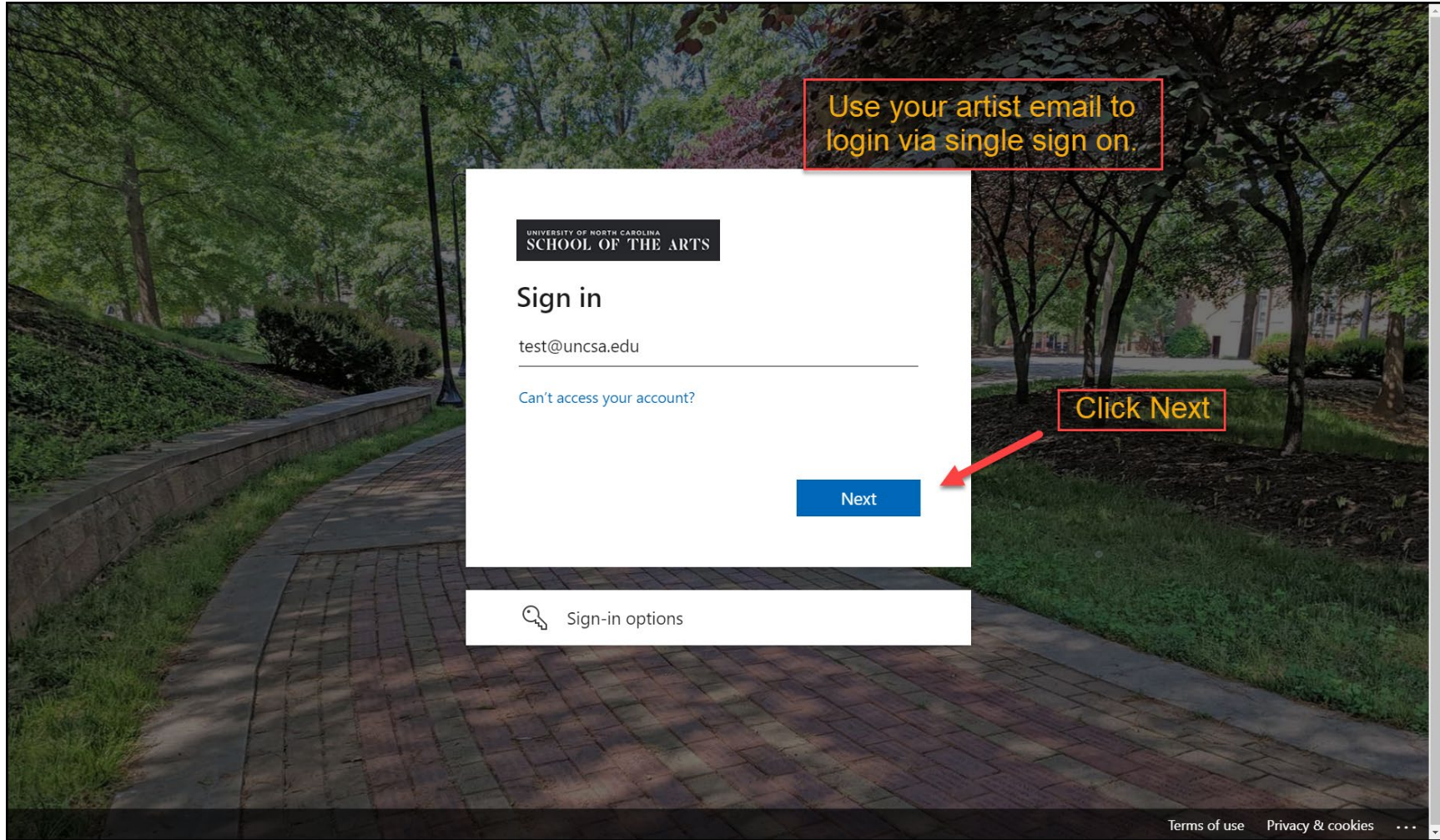
[Course Catalog](#)  
[Class Schedule](#)

Click Login to E-Z Arts

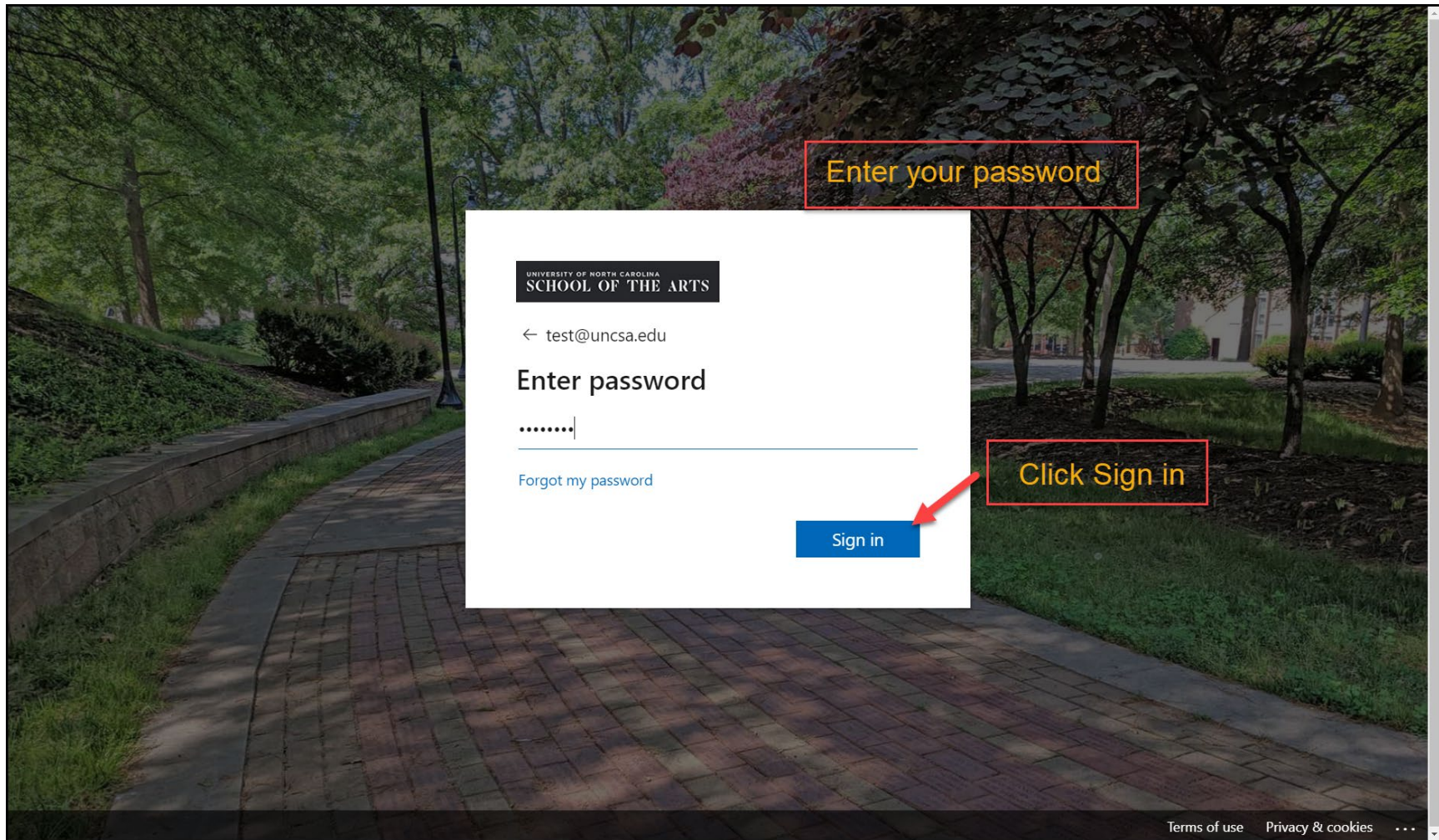
Login to E-Z ARTS

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Step 2.



Step 3.



Step 4.

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TEST TEST TEST

## Welcome to E-Z Arts

All Users   **Students**   Financial Aid

All Users

**Personal Information**  
View and update your biographical and demographic information.

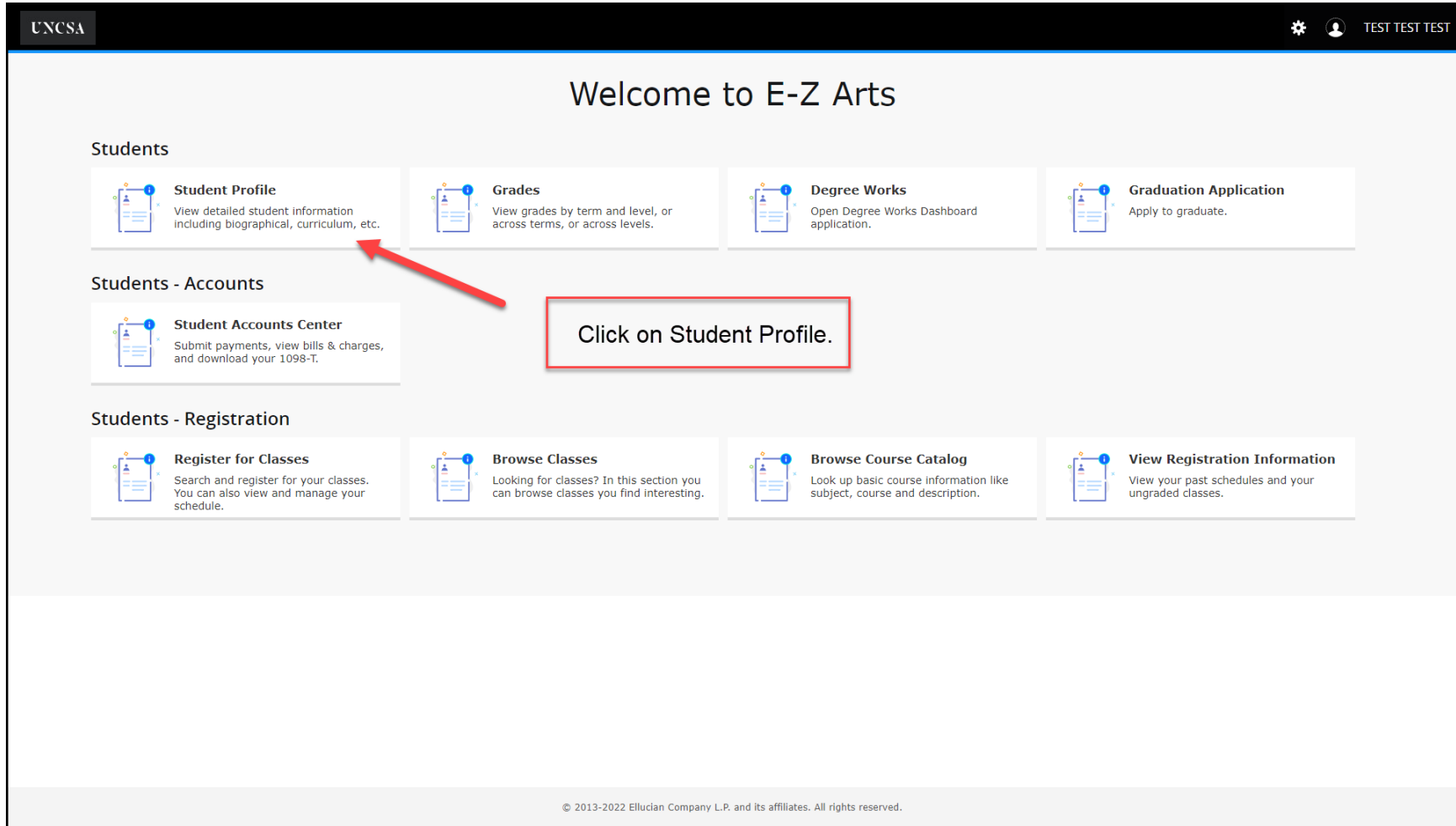
**Emergency Notification (UNCSA Alert)**  
Create, view and update emergency notification information.

**Direct Deposit**  
Create, view and update your direct deposit allocation(s).

Click on Students tab.

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Step 5.



The screenshot shows the UNCSA E-Z Arts dashboard. At the top left is the UNCSA logo. At the top right are a gear icon, a user profile icon, and the text 'TEST TEST TEST'. The main heading is 'Welcome to E-Z Arts'. Below this are three sections: 'Students', 'Students - Accounts', and 'Students - Registration'. Each section contains several tiles with icons and text. A red arrow points from the 'Student Profile' tile in the 'Students' section to a red-bordered box containing the text 'Click on Student Profile.'.

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## Welcome to E-Z Arts

### Students

- Student Profile**  
View detailed student information including biographical, curriculum, etc.
- Grades**  
View grades by term and level, or across terms, or across levels.
- Degree Works**  
Open Degree Works Dashboard application.
- Graduation Application**  
Apply to graduate.

### Students - Accounts

- Student Accounts Center**  
Submit payments, view bills & charges, and download your 1098-T.

Click on Student Profile.

### Students - Registration

- Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**  
Look up basic course information like subject, course and description.
- View Registration Information**  
View your past schedules and your ungraded classes.

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Step 6.

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Student • Student Profile

Student Profile - TEST TEST TEST This is the student profile page. It will show registered courses

Term: Fall 2023 Current term Standing Overall Hours Overall GPA: Registration Notices: 4 Holds: 0

**Bio Information**  
Email: test@uncsa.edu  
Phone: Not Provided  
Date of Birth: 01/01  
Citizen: Yes  
Citizenship: Citizen  
Emergency Contact: Not Provided  
Emergency Phone: Not Provided

**General Information**  
Level: Undergraduate  
Class: Not Provided  
Status: Active  
Student Type: New Student  
Residency: In State Resident  
Campus: Not Provided  
First Term Attended: Spring 2022  
Matriculated Term: Not Provided  
Last Term Attended: Fall 2022  
Leave of Absence: Not Provided

**Graduation Information**  
Graduation Applications: None

**Advisors**  
Primary / DLA Advisor: Sharon Denise Hush

**CURRICULUM, HOURS & GPA**

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Fine Arts	
Study Path:	Not Provided	
Level:	Undergraduate	
Program:	BFA in Filmmaking	
College:	School of Filmmaking	
Major:	Filmmaking	
Department:	Filmmaking	
Concentration:	Filmmaking	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Type:	Not Provided	
Admit Term:	Spring 2022	
Catalog Term:	Spring 2022	

**REGISTERED COURSES**

Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

Curriculum and Courses

Prior Education and Testing

Additional Links

Academic Transcript

Registration

Application to Graduate

View Application to Graduate

Week at a Glance

View Grades

**Proxy Management**

Fixed Tuition Information

Click on Proxy Management

## Step 7.

The screenshot shows the UNCSA Proxy Management interface. At the top left, the UNCSA logo is visible. At the top right, there are icons for settings and user profile, and the text 'TEST TEST TEST'. Below the header, the page title 'Proxy Management' is displayed. The main content area contains a message box with the text 'Proxy Management' and a message: 'There are no proxies available for you to view. Click Add New to add a proxy.' In the top right corner of the message box, there is a button labeled '+ Add New'. A red arrow points from a callout box labeled 'Click Add New' to the '+ Add New' button.



## Step 8.

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Proxy Management • Proxy Information

### Proxy Information ⓘ

*Profile (Required)*

First Name

Last Name

E-Mail

Verify E-Mail

Relationship ⓘ

Start Date

Stop Date

### Additional Information

Description

Passphrase

Fill in the Required Profile information, for the person you are adding as a proxy. Double check that the E-Mail Address is entered correctly.

The Start Date will default to the current date and the Stop Date will default to one year from the current date. Make sure to set the Stop Date out for as long as you would like the proxy to have access. This can be updated as needed.

Fill in the Description with something to describe your proxy. The Passphrase is a phrase given to your proxy by you. This will be used to verify your proxy should they call the school for academic information about you.

## Step 9.

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Proxy Management • Proxy Information

Description  
Testing

Passphrase  
Test

Authorizations (Required) ⓘ

Select All

Copy Authorizations ⓘ  
Select a Person ▼

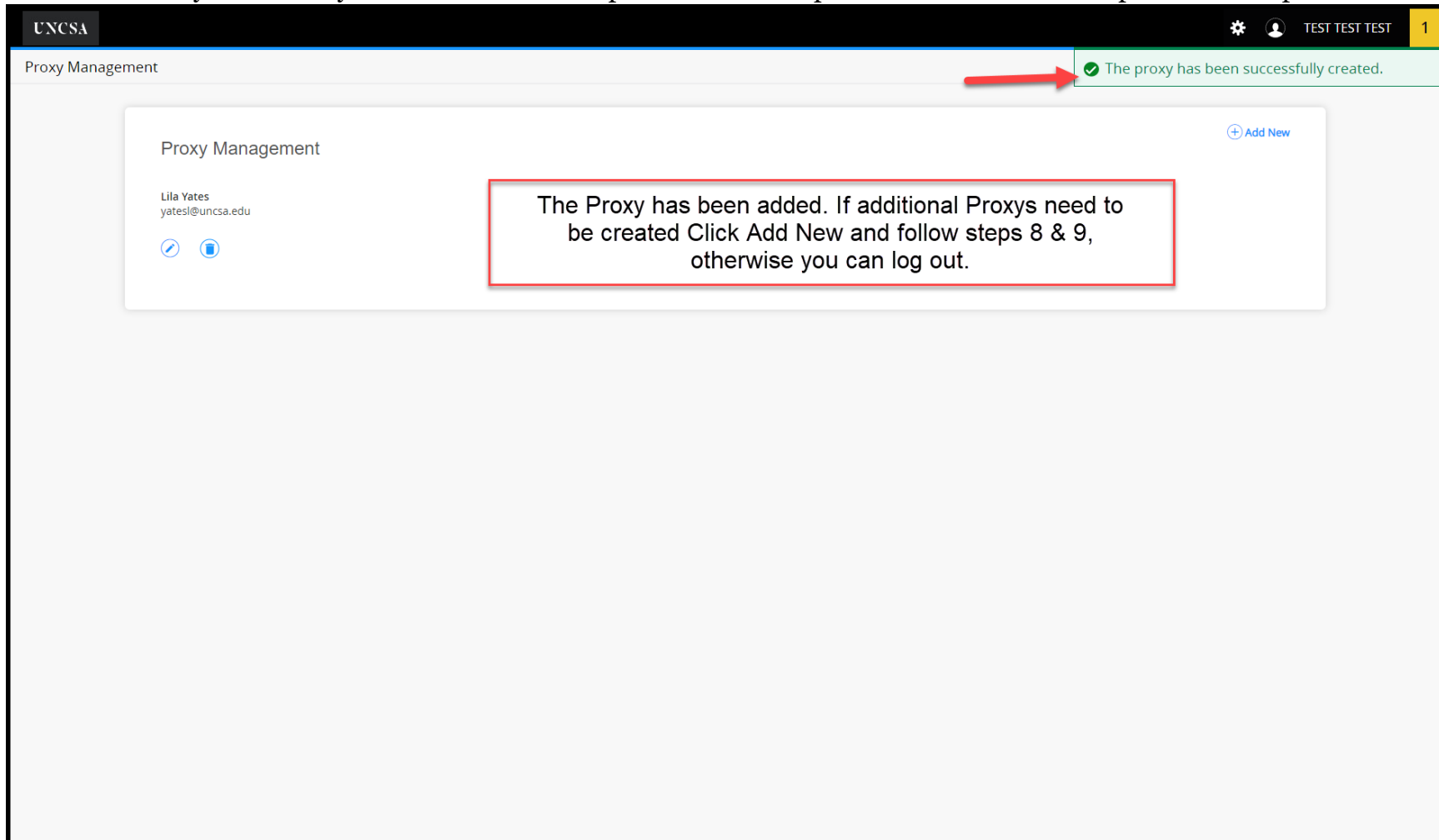
- College Financing Plan
- Financial Aid Dashboard
- Financial Aid Award History
- Financial Aid Award Offer
- Tax Notification
- Final Grades
- View Student Information
- View Academic Transcript
- View Holds
- Financial Aid Notifications
- Financial Aid Satisfactory Requirements
- Student Detail Schedule
- Financial Aid Resources

Cancel Submit

Click on the Select All under the Authorizations, then, click Submit.

Step 10.

**Note:** The Proxy has five days from the initial set up to use the links provided via email to complete the set up.



The screenshot displays the UNCSA Proxy Management interface. At the top, the UNCSA logo is on the left, and a user profile for 'TEST TEST TEST' is on the right. A green notification banner at the top right states 'The proxy has been successfully created.' with a checkmark icon. A red arrow points to this notification. Below the notification, the main content area shows 'Proxy Management' with a user profile for 'Lila Yates' (yatesl@uncsa.edu) and two circular icons. A red-bordered box contains the text: 'The Proxy has been added. If additional Proxys need to be created Click Add New and follow steps 8 & 9, otherwise you can log out.' An '+ Add New' button is visible in the top right corner of the main content area.

For questions about Proxy, contact The Office of the Registrar at 336-770-3289 or at [registrar@uncsa.edu](mailto:registrar@uncsa.edu).