E-Z Arts SSB9

Adding a Proxy (FERPA)
Step 1. **E-Z Arts Login**

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 (95#) 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 will be via single sign on, using your artist email.
Step 2.

Use your artist email to login via single sign on.

Click Next.
Step 4.

Click on Students tab.
Step 5.

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.

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.

Click on Student Profile.
Step 6.

Click on Proxy Management
Step 7.

There are no proxies available for you to view. Click Add New to add a proxy.

Click Add New
Step 8.

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.

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.

For questions about Proxy, contact The Office of the Registrar at 336-770-3289 or at registrar@uncsa.edu.