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

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

Can’t access your account?

Sign-in options
Step 3.

Enter your password.

Click Sign in.
Step 4.

Click on Students tab.
Step 5.

Click on Student Profile.
Step 6.

Click on Proxy Management
Step 7.

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.

Select the forms that you would like your proxy to have access to. If they will have access to all forms, click Select All at the top.

Once you have made your selections, 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 Proxy has been added. If additional Proxys need to be created Click Add New and follow steps 8 & 9, otherwise you can log out.

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