Proxy Profile Setup

(Parent, Guardian, Etc.)
Step 1.

Note: Upon receipt of the Proxy emails, you have five days to complete the setup. As a proxy you will receive 3 important emails, these are needed to complete the setup. The first is the “New Proxy Identity” the link will take you to the initial login. The Second email “New Proxy Confirmation” will have the initial Password needed to login at the link given in the first email. The third email will be used in step six.

Click on the link in the "New Proxy Identity" email and then use the password provided in the "New Proxy Confirmation" email. Click Submit.
Step 2.

Enter your email address and the initial password provided in the email, then create a new password. The new password must be alphanumeric with 6-15 characters. Click Submit.
Step 3.

Fill in all personal details.
Note: Information with * is required.
Step 4.

Once all personal details are entered click Submit. This will take you to the new landing page.
Now that the initial setup is complete, the student information can be reviewed. Click on the drop down to view the student records.
Step 6.
Note: Now that set up is complete use the link in the “New Proxy Relationship” Email to login, this is the third email. If you are a proxy for multiple students, they will all show here.

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

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