Proxy Access (Online FERPA Release)

1. Enter the Secure Area by Logging on to E-Z Arts (https://ssbprod-uncsa.uncecs.edu/pls/NCSAPROD/twbkwbis.P_GenMenu?name=homepage)

2. Click on the Proxy Access tab, followed by Proxy Management.

3. Then click on Add Proxy

4. Fill in the first name, last name and email address of the parent. Please note that emails regarding this account’s access will be sent to this email address so use one that is checked regularly. Also, only add one parent at a time. As many proxies as you like can be added by repeating these steps, so each person should have their own login.

5. Click the Add Proxy button to automatically generate an e-mail to the parent. This email includes a link to the system and a temporary password that enables them to finish setting up their account. This password will only be active for five days, but if the password expires before they login, a new PIN can be requested to be sent on the Profile tab by clicking the Reset PIN link.
6. Next, click on the parent’s name to expand their details. On the profile tab:

- Select the drop down next to Relationship and choose Parent or Legal Guardian.
- Enter a passphrase of your choosing. This will be used to verify the proxy’s identity if they call the University so you need to let them know this passphrase by clicking the E-mail Passphrase link. The passphrase can be one or multiple words and should be kept private between you and your proxy,
- The Start Date will automatically be populated with today’s date and the Stop Date will automatically be populated with a date one year from now. The end date and can be changed to any date of your choosing and can be updated at any time. If you ever want to remove a proxy’s access, this can be done by changing the Stop Date to today’s date.

On the Authorization tab, click the checkbox next to the information that you want your proxy to be able to see. If you check the box next to each header, it will automatically select all checkboxes in that category for you. You can also click the E-Mail Authorizations link to send your proxy a list of approved pages.