**Add a Proxy**

1. Login to E-Z Arts web portal. Link is on mysu.uncsa.edu website.

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 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. So that you will need not need to update this later, go ahead and change the year to the year you expect to graduate.

On the Authorization tab, click the checkbox next to each category title to select all the options in that category.