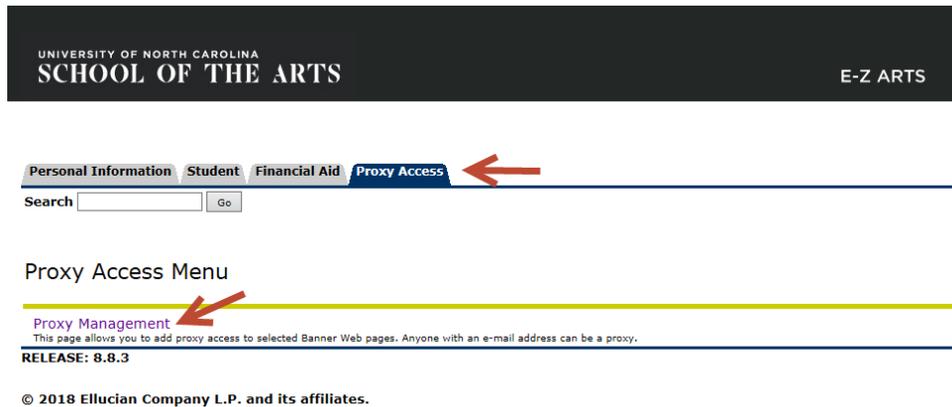


## Add a Proxy

1. Login to E-Z Arts web portal. Link is on [mysa.uncsa.edu](https://mysa.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.

### Add a Proxy

 Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.

\* - indicates a required field.

**First Name\***

**Last Name\***

**E-mail Address\***

**Verify E-mail Address\***

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.

Profile
Authorization
History
Communication

**Proxy Profile**

Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship type. The de-off-line queries by this proxy. You must communicate the passphrase to your proxy. You can control the start and end date:

Special profile tab information text dealing with parents.

\* - indicates a required field.

**Relationship\***

**Description**

**Passphrase**

**Start Date (MM/DD/YYYY)\***

**Stop Date (MM/DD/YYYY)\***

 [E-mail Passphrase](#)  [Reset PIN](#)  [Delete Proxy Relationship](#)

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

Profile
Authorization
History
Communication

**Page Authorization**

Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view and/or update these pages when they log in.

 [E-mail Authorizations](#)

Special authorization tab information text dealing with parents.

-  Parent Proxy Financial Aid Menu Check to Select or Deselect ALL items below.
  - [Overall Status of Financial Aid](#)
  - [Cost of Attending](#)
  - [Federal Shopping Sheet Menu](#)
  - [Account Summary By Term](#)
  - [Award for Aid Year](#)
  - [Award Payment Schedule](#)
  - [Award History](#)
  - [Loan Application History](#)
  - [Withdrawal Information](#)
-  Parent Proxy Registration Menu Check to Select or Deselect ALL items below.
  - [Select Term](#)
  - [Week at a Glance](#)
  - [Student Detail Schedule](#)
  - [Withdrawal Credits](#)
-  Parent Proxy Student Account Menu Check to Select or Deselect ALL items below.
  - [Account Detail for Term](#)
  - [Select Tax Year](#)
  - [Tax Notification](#)
  - [View Holds](#)
  - [Baseline Payment and Deposit Processing](#)
  - [Fixed tuition](#)
-  Parent Proxy Student Records Menu Check to Select or Deselect ALL items below.
  - [Final Grades](#)
  - [View Student Information](#)
  - [Class Schedule](#)
  - [View Academic Transcript](#)