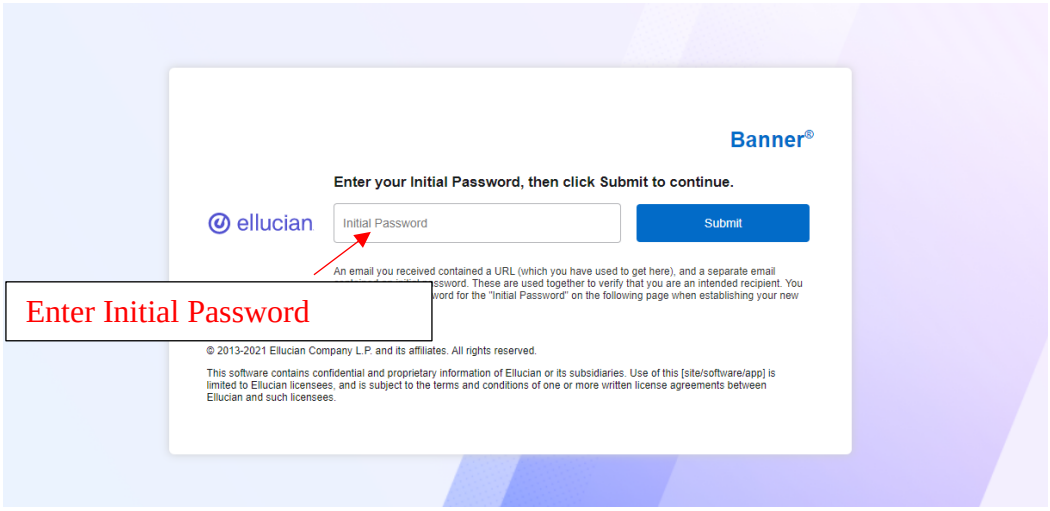
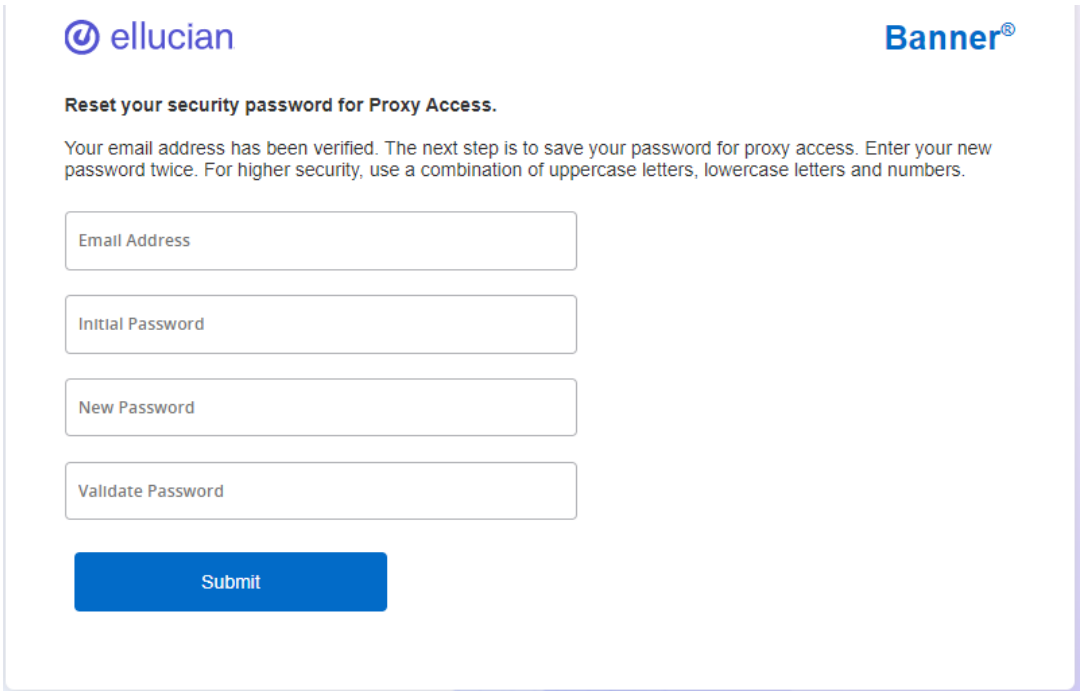
Proxy User Instructions:

1. You will then receive 3 emails:
    - The first email provides an initial password for your initial login. **Subject: New proxy confirmation**
    - The second email provides instructions and a one-time link needed to set up your access. **Subject: New proxy Identity**
    - The third email provides the login link to access the student's information once you establish your account. **Subject: New proxy relationship**
2. Follow the instructions in the first email to set up your account.
    - Click on the **Action Link** provided within your email message. The following page should display:

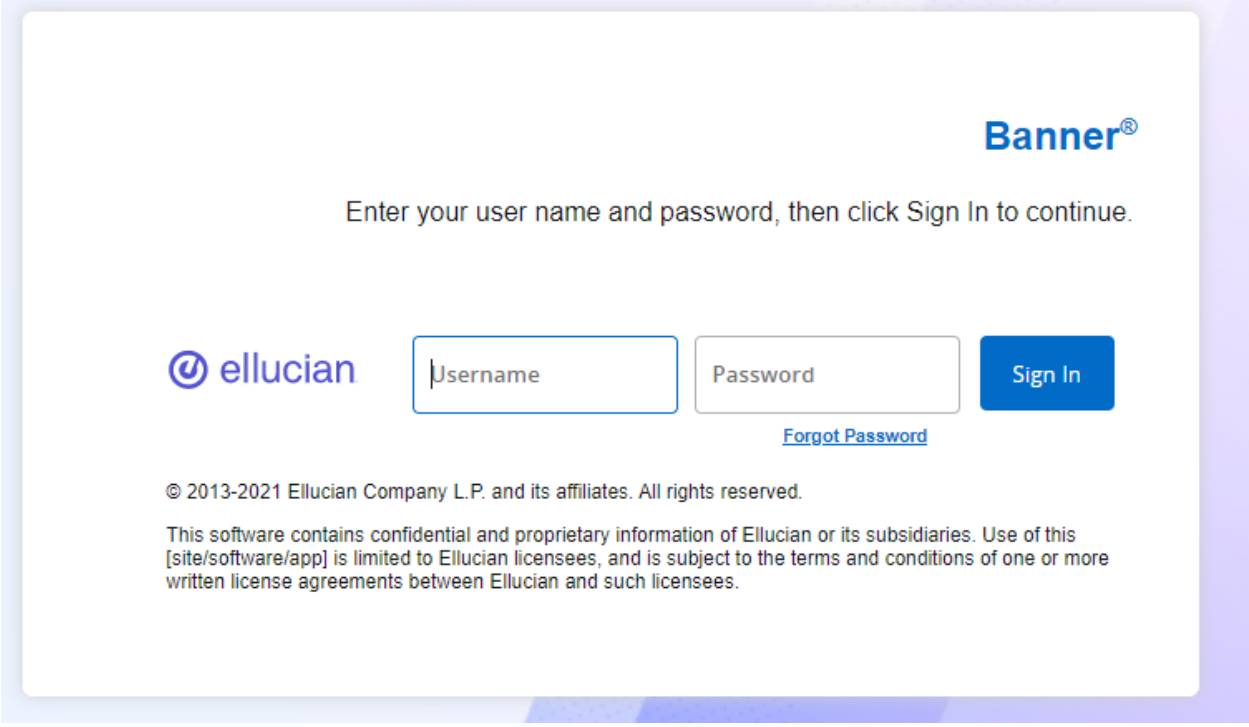


    - Copy or type the **Initial Password** that has also been provided within your email message. Click **Submit**.
    - The following page will display, and you need to create a new password.



- Type your email address.
- For the initial Password, use the Initial Password (provided within your email message).
- Type and validate your new password.
- Click **Save** to complete the initial setup.

3. You can now login using your new password (your email is your username):



4. Once you are logged in the final step in the set up will bring you to the **Proxy Personal Information.**
    - Update all required fields and any personal information you deem necessary.
    - Then click submit.

Note: If you have more than one student granting you access, make sure they each use the same email. You will see a tab for each student that authorizes access for you.

5. Click on the student's name to see the list of web page links the student has authorized.
6. Click on a link to view the student's information.
7. Each link will open a new browser window with this message *****You are viewing Student's Name information*****. When you are finished viewing the information close or exit the browser window.
8. To exit **Proxy Access,** click on the **Profile** tab and then **Exit** at the top of the page.