Proxy Access provides you (the person the student has authorized) the ability to view specific student information on-line. The student must create an account and authorize access for you to view certain information. You must have a valid e-mail address to have a proxy account created and access the site.

Establishing an Account

1. The student must first create an account using your valid e-mail address. The student does this through the MyUT Portal.

2. When the account is created, you will receive an e-mail with the subject line of **New UT Proxy Identity - READ THIS FIRST**. This e-mail contains important authentication instructions.

3. Click on the link provided in the **New UT Proxy Identity - READ THIS FIRST** e-mail. The following web page will open in your default browser. Enter the temporary PIN/Action Password provided in the e-mail. Click the Submit button.

   ![Image of the login page]

   **RELEASE: B.3.1**

   NOTE: You will be able to click on the provided link only ONCE. If you happen to close your browser before completing the authentication process, you will need the student to reset your PIN which will generate another message allowing you to complete the process.

4. You will be asked to reset your temporary PIN. To do this, enter your email address used to create the account and enter the temporary PIN (Action Password sent to you in the New University of Toledo Proxy Identity –Read this First e-mail) as the Old PIN. Create and enter a new PIN of your choosing. Enter the new PIN in the validate PIN field. Click the Save button.

   ![Image of the PIN resetting page]

5. After resetting your PIN, you will be directed to the University of Toledo Proxy Access home page.
6. If you have more than one student who has authorized you access to their information, all the names will appear across the page. To access the student’s information, click on the named tab. Do not bookmark this URL, this is a temporary URL and will not work for future logins. For future logins, use the Proxy Access Login URL provided in your e-mail New University of Toledo Proxy Relationship Created.

7. Click on the link to view information listed. A new window will open with that information. The access list will depend on what the student has authorized for you to view. Please contact the student regarding pages that have been authorized.

8. When you are finished viewing the information, close the browser window or click EXIT. You will be turned to the Proxy Access Home screen.

9. To exit the system, first click on the profile tab, and then click on Exit at the top of the page.

10. You may now close your browser.

After authenticating your account, for future logins, use this link to access the login page for Proxy Access:

https://selfservice.utoledo.edu/prod/bwgkprxy.P_ProxyLogin

This URL was also included in the e-mail New University of Toledo Proxy Relationship Created. This URL will take you to the Proxy Access Login screen.
Future Proxy Login

For future logins, access the login page at https://selfservice.utoledo.edu/prod/bwgkprxy.P_ProxyLogin. Enter your e-mail address and the PIN you created during the authentication process above. Click Login. If you cannot remember your PIN, after you have entered your e-mail address, click Forgot PIN. You will be sent an e-mail with instructions on how to reset your PIN.

Once you click login, you will be directed to the University of Toledo Proxy Access Home page.

Questions regarding Proxy Access may be directed to proxy@utoledo.edu