**PROXY ACCESS**

**What is Proxy Access?**
Proxy Access lets students grant online access to a third party to specific student information through the MyUT portal. This is called granting “proxy access,” and the other person is referred to as the proxy or designee. Access is granted using the proxy’s email address.

**Is a student required to set up Proxy Access?**
No. Students may set up proxy access to authorize others to view specific information, but students are not required to do so.

**How do parents or others gain Proxy Access?**
Users gain access by being granted authorization by the student. The student must first create an account using their UT e-mail address through the MyUT Portal. Once the necessary steps are completed by the student, the newly designated proxy will receive an email indicating the account has been created and it will provide a temporary link and action password (like a temporary PIN) to complete the authentication process.

**Where does a Proxy log in to view the information once the access has been granted and set up?**
After authenticating the account, for future logins, proxies access the system at utproxy.utoledo.edu.

**Where is information available?**
Detailed instructions for students and parents and FAQs are available online at: https://www.utoledo.edu/parent/proxy.html

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**AUTHORIZED USER**

**Who is an Authorized User?**
An authorized user is someone a student grants access to view and/or pay their bill through the TouchNet Payment Center.

**What is the difference between Proxy Access and an Authorized User?**
Proxy Access is used to view student record items such as transcripts, holds, grades, and class schedule. Authorized Users are able to see and/or pay a student’s bill online.

**How do parents or others become an Authorized User?**
Users gain access when the student adds them through the MyUT Portal (similar to Proxy Access).

**How does a student set up an Authorized User?**
Detailed instructions on how to add an Authorized User can be found on the Office of the Treasurer homepage as a Quick Link in the right hand column: https://www.utoledo.edu/offices/treasurer/
What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law which gives students certain rights regarding the confidentiality of their educational records. FERPA governs the release of educational records maintained by the University and access to those records. For the student’s protection, FERPA generally limits, with certain exceptions, release of student information without the student’s explicit written consent.

Who must comply with FERPA?

Any educational institution that receives funds under any program administered by the U.S. Secretary of Education must comply with FERPA. This also includes any agency acting on behalf of The University of Toledo.

What does FERPA require of the University of Toledo to be in compliance?

UT has the following responsibilities:

- Notify students annually of their rights.
- Protect students’ right to...
  - Inspect and review their educational records.
  - Request an amendment to their record.
  - Limit disclosure of personally identifiable information.

Except as noted in The University Confidentiality of Student Record policy (3364-71-15), The University must have written permission from the student to release sensitive information to a third party such as...

- Student account and financial information
- Student’s ID number or Social Security Number
- Grade Point Average
- Grades
- Courses taken
- Student’s schedule

FERPA regulations allow the release of “Directory Information,” without the written consent of the student. Institutions may decide what information they release as Directory Information. However, FERPA also gives students the right to restrict this information from the general public.

What does the University of Toledo consider Directory Information that can be released without the written consent of the student?

Directory Information:

- Student name
- Local address and local phone number
- College and major field of study
- Full-time or part-time enrollment status
- Class (freshman, sophomore, etc.)
- University e-mail address
- Dates of attendance
- Degrees, certificates, and awards received
- Student photograph (College of Medicine only)
- Graduate Medical Education Placement (MD)

Students also have rights regarding their educational record...

- Students have the right to inspect and review their records. The University may take up to 45 days before providing students this access.
- Former students have the same rights under FERPA as presently enrolled students.
- Deceased students have no FERPA rights.
- Individuals are not considered a student until he/she has registered for and attends his/her first class
- As provided by FERPA, individuals who are denied admission to the University do not have the right to review their education records (specifically denied applications).

Financial Release ONLY - To authorize The University of Toledo to release student account and financial aid information, access the UT Portal and complete the FERPA Consent form under the Student Tab. This release is for financial information only and does not allow the release of sensitive academic information (grades, GPA, class schedule). This release is necessary to allow Rocket Solution Central staff to discuss student financial information with those persons indicated on the form. This authorization remains in effect until the student either deletes, adds, or changes the individuals listed.

Please read about Proxy Access and Authorized Users on the reverse side, which provides additional student-controlled options related to granting access to student information.