

Proxy Access Information – Proxy (Designee) Instructions

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.

The e-mail you received contained an Link (which you have used to get here) and an Action Password used to verify that you are the intended recipient. You will also use this value as the "Old PIN" on the following page when establishing your new PIN.

* - indicates a required field.

Action Password*

RELEASE: 8.5.1

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.

Reset PIN

Enter your new PIN twice. A PIN can be a number, password or passphrase. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

✓ Welcome to the University of Toledo's Proxy Access system. Your e-mail address has been verified. The next step is to save your security PIN for proxy access.

* - indicates a required field.

Minimum PIN length: 6 Maximum PIN length: 15.

Enter e-mail address*
Enter Old PIN*
Enter New PIN*
Validate PIN*

5. After resetting your PIN, you will be directed to the University of Toledo Proxy Access home page.

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- 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.

Profile Kelley Rocket

Proxy Profile

Enter your first name, last name, and the e-mail address associated with this proxy access account. [Click here to change your PIN](#)

* - indicates a required field.

First Name *

Middle Name

Last Name *

Name Suffix

E Mail Address *

- 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.

Proxy Authorizations

The following student information page links have been specifically authorized for your use. All pages will open in a new window. Use the EXIT link to close the Proxy Access window. There is no need to close this window until you have completed all proxy access.

Authorized Options

- [View Final Grades](#)
- [View Holds](#)
- [View Midterm Grades](#)
- [View Student Schedule](#)
- [View Unofficial Academic Transcript](#)

- When you are finished viewing the information, close the browser window or click EXIT. You will be turned to the Proxy Access Home screen.
- To exit the system, first click on the profile tab, and then click on Exit at the top of the page.
- 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.

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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.

Proxy Access Login

Enter the e-mail address that was registered as a UT Proxy. Next enter the PIN that you previously defined. UT students can register any e-mail address as a proxy and can then enable individual proxy access to selected portal web pages. All portal web pages are personal and confidential. The proxy PIN should never be shared. If you suspect that someone else may know your proxy credentials, enter your e-mail address and then reset your PIN using the 'Forgot PIN' or 'Reset PIN' button.

* - indicates a required field.

E-mail Address*

PIN*

RELEASE: 8.5.1

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