Proxy Access

Student Instructions

Students can grant others access to view certain pieces of information and/or to have conversations with select departments. This is called granting "proxy access", and the other person is referred to as your proxy. Proxy Access places you, the student, in control of the entire process and allows you to authorize anyone with a valid email address online access to your academic information.

Creating a Proxy

To provide an individual electronic access to your academic information, you must first create a proxy account.

1. Log into your Ozone
2. Under My Personal Information, click Proxy Access
3. Click on the "Proxy Management" link

| Personal Information | Student Services & Financial Aid | Faculty Services | Employee Services | Proxy Access |

Proxy Access Menu

Proxy Management
This page allows you to add proxy access to your student records. You may grant others access to view certain pieces of your information and/or to have conversations with select departments. Proxy Access places you, the student, in control of the entire process and allows you to authorize anyone with a valid email address online access to your academic information.

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4. Click the Add Proxy link

| Personal Information | Student Services & Financial Aid | Faculty Services | Employee Services | Proxy Access |

RETURN TO MENU   SITE MAP   HELP   EXIT

Proxy Management

To provide an individual electronic access to your academic information, you must first create a proxy account.
Review the student proxy user guide and frequently asked questions for additional information about setting up proxy access.

Proxy List
Expand a proxy to define relationship type, start and stop dates, and authorizations.

Your proxy list is empty.

Add Proxy

RELEASE: 8.7

5. Enter the first name, last name, and email address of the person you wish to grant proxy access.   Each proxy must have a unique email address; you cannot have multiple proxy users attached to one email address. Proxy will use the email address you enter below to access the authorized pages. Please ensure the email address is entered correctly.

6. Click Add Proxy button

Proxy Management

To provide an individual electronic access to your academic information, you must first create a proxy account.
Review the student proxy user guide and frequently asked questions for additional information about setting up proxy access.

Proxy List

Expand a proxy to define relationship type, start and stop dates, and authorizations.

⚑ Your proxy list is empty.

Add a Proxy

Add a new proxy using the form below. Then click the proxy name to edit the profile and authorization settings to enable appropriate access. Each proxy must have a unique email address; you cannot have multiple proxy users attached to one email address. Your proxy will use the email address you enter below to access their authorized pages. Please ensure the email address is entered correctly.

Once you click the Add Proxy button, communication and access information will be sent to your proxy user.

✱ - indicates a required field.

First Name✱
Last Name✱
E-mail Address✱
Verify E-mail Address✱

[Add Proxy] ←

RELEASE: 8.7

7. After adding the proxy you must select the relationship type and enter a description for the individual. You will not be able to authorize any access for your proxy without a relationship selected.

8. Click to expand proxy name.

Personal Information | Student Services & Financial Aid | Employee Services | **Proxy Access**

🖨 Print

Proxy Management

✔ A new proxy has been successfully added.

Proxy List

Expand a proxy to define relationship type, start and stop dates, and authorizations.

▼ Expand Proxy Name   sampleproxy1129@gmail.com 0 pages 🔒

9. Select Relationship type and enter description such as mom, dad, spouse, or employer.

10. Enter a passphrase for the person. This is a required field if you are going to allow the proxy to have verbal conversations with anyone at Owens Community College regarding the information the proxy is authorized to view.

11. The start and end dates will be entered for you. You can change them if you desire.

12. If you set a passphrase, select the Email Passphrase icon. This will send your proxy an email with the passphrase included. Your proxy will need the passphrase for assistance from any college department regarding only those topics you selected during set-up.

13. Click on the Authorization tab and you will see all the access you can authorize for your proxy. Click on the box to grant access to an area of information. The system automatically saves the information so there is no Save button. Select the Email Authorizations icon to the right. This will generate an email to your proxy indicating what access you have authorized.

Page Authorization

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

Copy Authorizations
Select Proxy ▾

✉ E-mail Authorizations

☐ Financial Aid Check to Select or Deselect ALL items below.
    ☐ All Financial Aid information
☐ Student Records Check to Select or Deselect ALL items below.
    ☐ Select Term
    ☐ View Missing Documents
    ☐ View Holds
    ☐ View Test Scores
    ☐ View Schedule by Day/Time
    ☐ View Schedule Detail
    ☐ View Final Grades
    ☐ View Unofficial Academic Transcript

14. You have completed the necessary steps to create proxy access.

15. The individual will receive an email notification that the account has been created. The email will include a user name (proxy's email address) and a temporary Action Password. A link will be provided for the proxy to complete the registration/authentication process.

16. After completing the authentication process, the proxy will be able to log in and view the information you authorized.

17. Questions regarding Proxy Access may be directed to proxy_access@owens.edu

Additional Features of Proxy Access

1. To check the history of authorizations for your proxy, expand the proxy name and click the History tab. This will provide the activity related to this specific proxy user.

Proxy List

Expand a proxy to define relationship type, start and stop dates, and authorizations.

⚠ Collapse Proxy Name   sampleproxy1129@gmail.com;

| Profile | Authorization | History | Communication |

Authorization Log

This list is the history of your authorizations for this proxy (newest to oldest).

Special history tab information text dealing with parents.

Date	Action	Page
Mar 28, 2013 05:50 pm	Enable	Select Term
Mar 28, 2013 05:50 pm	Enable	View Final Grades
Mar 28, 2013 05:50 pm	Enable	View Holds

2. To check the communication trail for your proxy, expand the proxy name and click on the Communications tab. This will provide the communications that have been sent to your proxy user and provides you the opportunity to resend certain email communications.

Proxy List

Expand a proxy to define relationship type, start and stop dates, and authorizations.

⚠ Collapse Proxy Name   sampleproxy1129@gmail.com;

Profile	Authorization	History	Communication

Communication Log

Action date is when the proxy activated the URL within the message. Expiration date is when the URL within the message will last be active.

Special communication tab information text dealing with parents.

Transmit Date	Subject	Action Date	Expiration Date	Resend
Mar 28, 2013 05:27 pm	New Owens Proxy Identity		Apr 02, 2013	✉
Mar 28, 2013 05:27 pm	New Owens Proxy Relationship Created			✉

3. Questions regarding Proxy Access may be directed to proxy_access@owens.edu