

Frequently Asked Questions about Proxy/Designee Acc

Proxy Access provides an opportunity for University of Toledo students to grant online access to their student information. This consent is necessary to comply with the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of students and prohibits institutions of higher education from disclosing any student information, including financial information, without the explicit authorization of the student. In accordance with FERPA, The University of Toledo has established guidelines regarding access to and release of educational records. In short, FERPA allows the university to release "directory information" without the consent or knowledge of the student, unless the student has notified The University in advance that such information is not to be released.

University of Toledo students can grant others access to view specific information in the MyUT portal. UT will determine the options available to be granted based on FERPA and UT policies. This is called granting "Proxy access," and the other person is referred to as the Proxy or

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Can multiple proxies use the same email address?

No. However, if parents share an email address and a student wishes to grant Proxy access to both using that address, the student can do so.

Where is the Save button?

The functionality on the authorization web page, where you select the options you authorize your Proxy to see, saves your selection immediately upon each click. THERE IS NO SAVE

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What should be done if a Proxy forgets the PIN?

Go to the Proxy Login page at https://selfservice.utoledo.edu/prod/bwgkprxy.P_ProxyLogin and enter the email address used to establish your account and click on the Forgot PIN button. An email will be sent to your email address with a unique link and temporary password. You will use this temporary password as the "Old PIN" in the PIN reset process.

What does a Proxy

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Can University of Toledo staff provide the PIN to a Proxy who has forgotten it?

No. University staff and the Help Desk cannot reset a PIN. The Proxy can request a new PIN by selecting "Forgot PIN" from the Proxy login page.

A Proxy is no longer able to view information they previously could. Why?

The student is in control of the information that a Proxy can view. If the Proxy can no longer see information, the Proxy should contact the student.

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