Proxy Management (Student)

I.)   Log into Wingspan
II.)   Click on the "Parent Portal Menu" Tab
III.)   Click on "Parent Portal Management"
IV.)   Click on "Add Proxy"
V.)   Enter the Required Fields
      a.   First Name
      b.   Last Name
      c.   E-mail Address
      d.   Verify E-mail Address
      e.   Click on "Add Proxy"

| Home | Personal Information | Student | Financial Aid | Employee Detail | Parent Portal Menu |

Parent Portal

RETURN TO MENU   Search [ ] Go

Parent Portal Management

This page allows you to add proxy access to selected Parent Portal web pages. Anyone with an e-mail address can be a proxy.

RELEASE: 8.7

© 2016 Ellucian Company L.P. and its affiliates.

| Home | Personal Information | Student | Financial Aid | Employee Detail | Parent Portal Menu |

Parent Portal Management

RETURN TO MENU   Search [ ] Go

Proxy List

💬 Expand a proxy to define relationship type, begin and end dates, and authorizations.

🚩 Your proxy list is empty.

👤 Add Proxy

RELEASE: 8.7

© 2016 Ellucian Company L.P. and its affiliates.

| Home | Personal Information | Student | Financial Aid | Employee Detail | Parent Portal Menu |

Parent Portal Management

RETURN TO MENU   Search [ ] Go

Proxy List

💬 Expand a proxy to define relationship type, begin and end dates, and authorizations.

🚩 Your proxy list is empty.

Add a Proxy

💬 Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.

✱ - indicates a required field.

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

[Add Proxy]

VI.) Expand [Proxy's Name] and Proxy's Email Address will appear
    a. An email notification will be immediately sent to the individual specified as Proxy
VII.) Click on "Expand [Proxy's Name]" and complete the information required on the Profile Tab
    a. Profile
        i. Relationship (Required)
            1. Select the appropriate relationship that is shared with the Named Proxy
        ii. Description (Optional)
            1. Description of the named Proxy (i.e. Grandparent, Mother, Employer)
        iii. Start and End Date
            1. Select the length of time the Proxy can have access to the student records

Home	Personal Information	Student	Financial Aid	Employee Detail	Parent Portal Menu

Parent Portal Management

✔ A new proxy has been successfully added.

Proxy List

💬 Expand a proxy to define relationship type, begin and end dates, and authorizations.

▽ Expand   **Proxy's Name**   **Proxy's Email Address**   0 pages 🔒

👤 Add Proxy

RELEASE: 8.7
© 2016 Ellucian Company L.P. and its affiliates.

Home	Personal Information	Student	Financial Aid	Employee Detail	Parent Portal Menu

Parent Portal Management   RETURN TO MENU Search [_____] Go

✔ A new proxy has been successfully added.

Proxy List

💬 Expand a proxy to define relationship type, begin and end dates, and authorizations.

⚠ Collapse   **Proxy's Name**   **Proxy's Email Address**

Profile	Authorization	History	Communication

Proxy Profile

Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship type. The description field is your personal note about this proxy (dad, mom, parent or legal guardian). You can control the start and end dates for proxy access below.

Special profile tab information text dealing with parents.

✱ - indicates a required field.
Relationship ✱   [Parent or Legal Guardian ▾]
Description   [_____]
Start Date (MM/DD/YYYY) ✱ [02/02/2016]
Stop Date (MM/DD/YYYY) ✱ [07/31/2016]

← Reset PIN ❌ Delete Proxy Relationship

VIII.) Authorization

    a. Select records that the Proxy will be available to view for the specified period of time

        i. View Address

        ii. View Email

        iii. View Emergency Contacts

        iv. View Interim Grades

        v. View Final Grades

        vi. Financial Aid Status

        vii. Concise Student Schedule

        viii. Select a New Course Schedule Term

    b. History

        i. Displays all actions as it relates to the proxy that have either been enabled or disabled

    c. Communication

        i. Shows all email communication generated and sent by the system.

| Home | Personal Information | Student | Financial Aid | Employee Detail | Parent Portal Menu |

Parent Portal Management   RETURN TO MENU   Search [   ] Go

✔ A new proxy has been successfully added.

Proxy List

💬 Expand a proxy to define relationship type, begin and end dates, and authorizations.

⚠ Collapse   Proxy's Name   Proxy's Email Address

| Profile | Authorization | History | Communication |

Page Authorization

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

✉ E-mail Authorizations

Special authorization tab information text dealing with parents.

☐ Parent Access Check to Select or Deselect ALL items below.
    ☐ View Address
    ☐ View Email
    ☐ View Emergency Contacts
    ☐ View Interim Grades
    ☐ View Final Grades
    ☐ Financial Aid Status
    ☐ Concise Student Schedule
    ☐ Select a New Course Schedule Term

Things to Remember:

- Only you can grant access to the Parent Portal via Wingspan to any individual with a valid email address
- At any time, you can disable access to the Parent Portal
- You can specify which records which are viewable by the Proxy.
- The automatic email will be generated as soon as the proxy is identified.