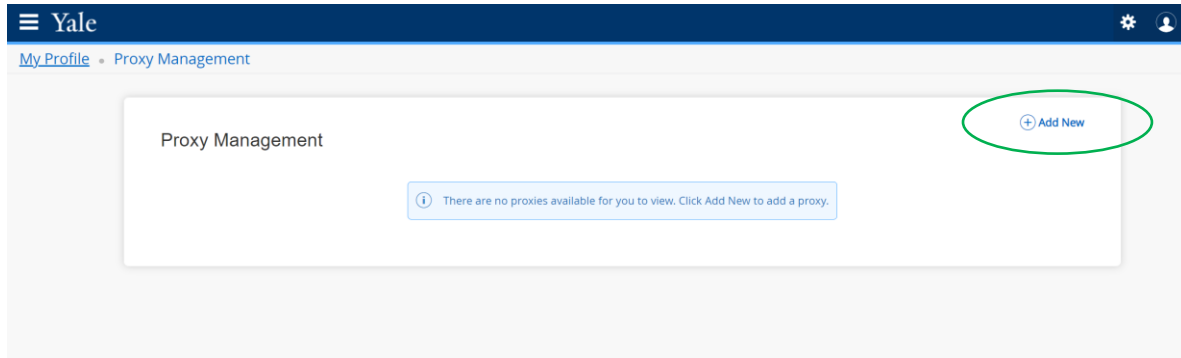


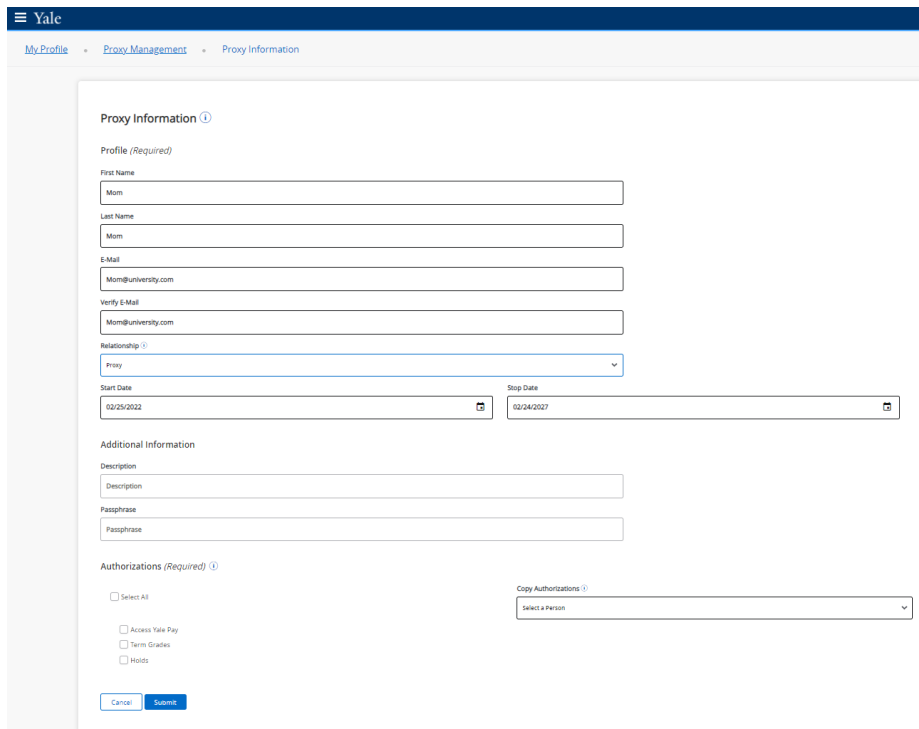
## Authorizing Proxy Access in Proxy Management

The student must take the following steps to authorize another person to access records:

1. Log into YaleHub (yub.yale.edu) and click on “Other” from the menu on the left panel.
2. Click on the “Proxy Management” tab
3. Click “Add New”



4. Enter proxy’s name and email; select “Proxy” as the relationship type.
  - The Start and Stop Dates will automatically populate but you may change dates as desired.
  - Enter a passphrase if you elect to use the Passphrase feature, which allows your proxy to contact the University for information if they know the passphrase.
  - Select the personal data your proxy can view or discuss with Yale University administrators.
  - Press Submit to save your selections. Upon submit, your proxy will be notified of necessary steps to complete the transaction. For help establishing proxy access, please [Contact Us](#).

A screenshot of the "Proxy Information" form in the YaleHub interface. The form is titled "Proxy Information" and includes the following fields:

- Profile (Required):**
  - First Name: Text input field with "Mom" entered.
  - Last Name: Text input field with "Mom" entered.
  - E-Mail: Text input field with "Mom@university.com" entered.
  - Verify E-Mail: Text input field with "Mom@university.com" entered.
- Relationship:** A dropdown menu with "Proxy" selected.
- Start Date:** A date picker field with "02/25/2022" entered.
- Stop Date:** A date picker field with "02/24/2027" entered.
- Additional Information:**
  - Description: Text input field.
  - Passphrase: Text input field.
- Authorizations (Required):**
  - A "Select All" checkbox.
  - Three checkboxes: "Access Yale Pay", "Term Grades", and "Holds", all of which are unchecked.
  - A "Copy Authorizations" dropdown menu with "Select a Person" selected.

At the bottom of the form, there are "Cancel" and "Submit" buttons.