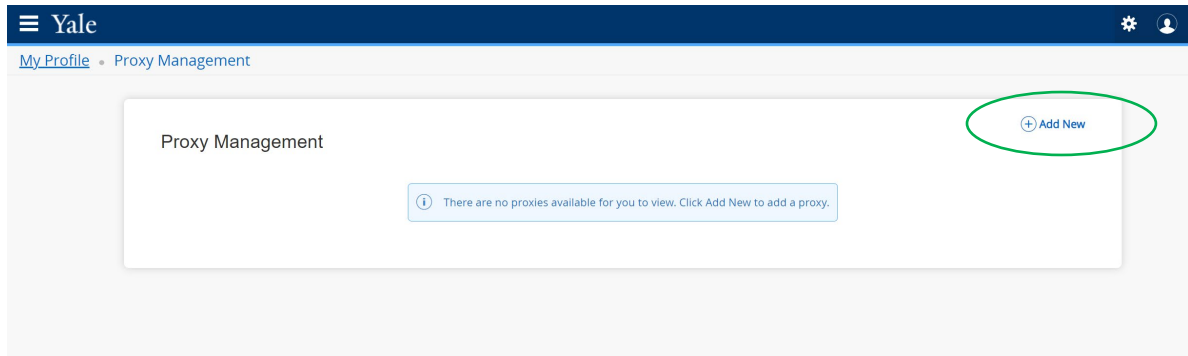# Authorizing Proxy Access in Proxy Management

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

1. Log into SIS (sfas.yale.edu/sis) and click on the "Proxy Management" tab
2. Click "Add New"

3. 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 email proxy.access@yale.edu.