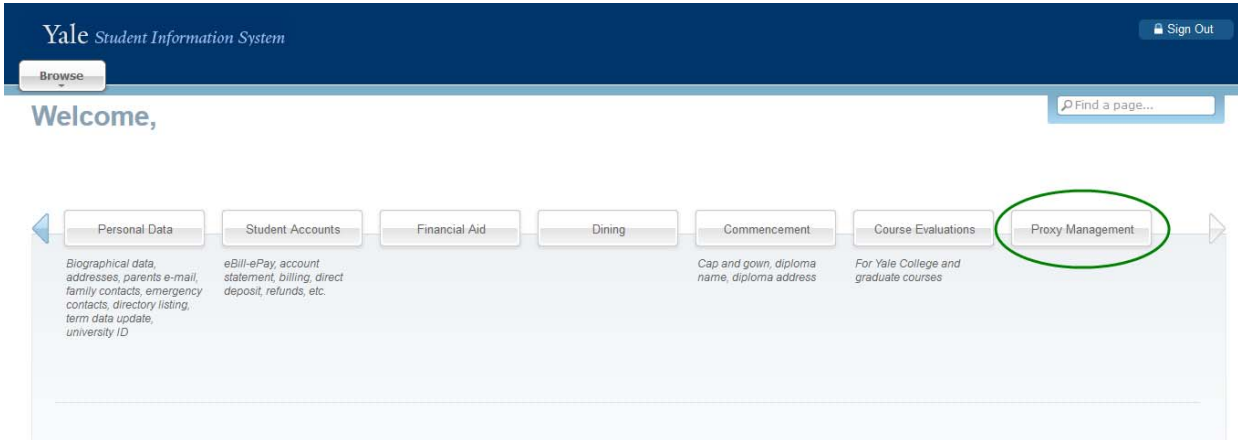


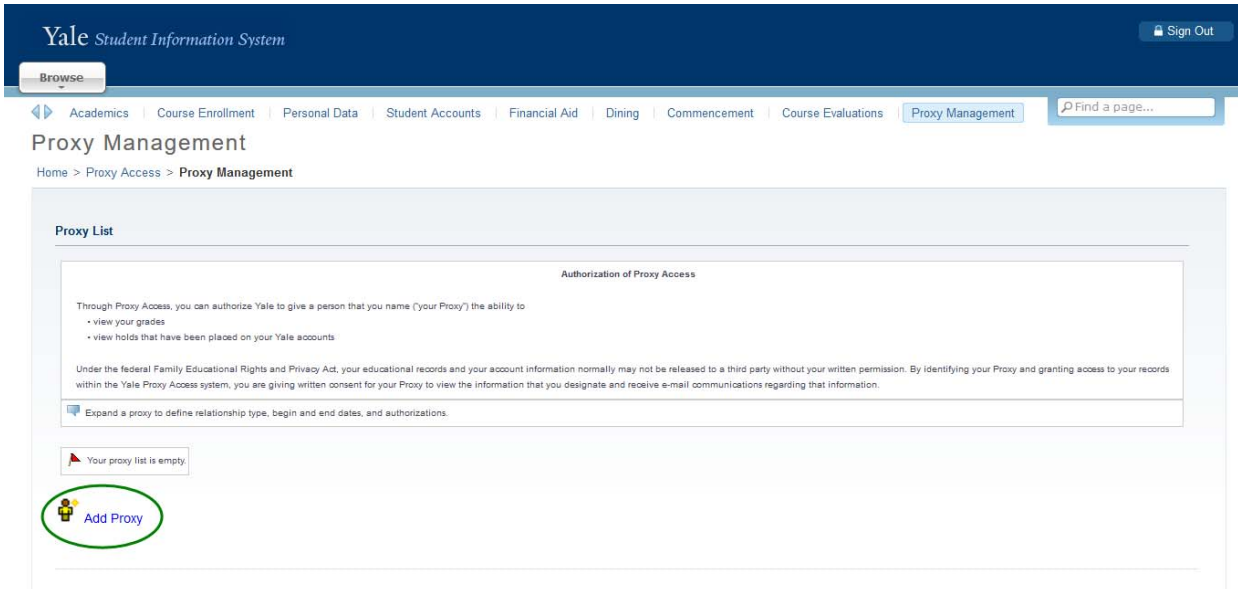
Authorizing Proxy Access in Proxy Management

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. Review the authorization statement and click “Add Proxy.”



3. Enter name and email for those who will have access. When finished, click the “Add Proxy” button at the bottom of the screen.

The screenshot shows the 'Proxy Management' page in the Yale Student Information System. The page title is 'Proxy Management' and the breadcrumb trail is 'Home > Proxy Access > Proxy Management'. The main content area is titled 'Proxy List' and contains an 'Authorization of Proxy Access' section. Below this, there is a message stating 'Your proxy list is empty.' and a section titled 'Add a Proxy'. The 'Add a Proxy' section includes a form with the following fields: 'First Name*', 'Last Name*', 'E-mail Address*', and 'Verify E-mail Address*'. The 'Add Proxy' button is circled in green.

4. Click the proxy name to reveal the Profile and Authorization tabs. On the Profile tab, select a relationship and the start/stop dates for the proxy’s access. A passphrase can be given to a proxy to use when speaking to an administrator. All actions on this screen save automatically.

The screenshot shows the 'Proxy Management' page in the Yale Student Information System, specifically the 'Proxy Profile' tab. The page title is 'Proxy Management' and the breadcrumb trail is 'Home > Proxy Access > Proxy Management'. The main content area is titled 'Proxy List' and contains an 'Authorization of Proxy Access' section. Below this, there is a message stating 'Your proxy list is empty.' and a section titled 'Add a Proxy'. The 'Add a Proxy' section includes a form with the following fields: 'First Name*', 'Last Name*', 'E-mail Address*', and 'Verify E-mail Address*'. The 'Add Proxy' button is circled in green.

5. On the Authorization tab, select the access you would like the proxy to have. Use the “Email Authorizations” button to notify the proxy.
All actions on this screen save automatically.

The screenshot shows the Yale Student Information System interface. At the top, there is a navigation bar with the Yale logo and 'Student Information System' text. A 'Sign Out' button is in the top right. Below the navigation bar, there is a 'Browse' button and a menu with items: Main Menu, Academics, Course Enrollment, Personal Data, Student Accounts, Financial Aid, Dining, Commencement, Course Evaluations, and Proxy Management. A search bar is also present.

Proxy Management

Home > Proxy Access > Proxy Management

Proxy List

Authorization of Proxy Access

Through Proxy Access, you can authorize Yale to give a person that you name (your Proxy) the ability to

- view your grades
- view holds that have been placed on your Yale accounts

Under the federal Family Educational Rights and Privacy Act, your educational records and your account information normally may not be released to a third party without your written permission. By identifying your Proxy and granting access to your records within the Yale Proxy Access system, you are giving written consent for your Proxy to view the information that you designate and receive e-mail communications regarding that information.

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

Example Proxy Name

Profile | **Authorization**

Page Authorization

Select the access you would like your proxy to have.

Proxy Access to Select Student Information [Check to Select or Deselect all items below.]

View Term Grades

View Holds

E-mail Authorizations

Add Proxy

For help establishing proxy access, please email: proxy.access@yale.edu.