

# Proxy Access Information – Proxy (Designee) Instructions

Proxy Access provides you (the person the student has authorized) the ability to view specific student information on-line. The student must create an account and authorize access for you to view certain information. You must have a valid e-mail address to have a proxy account created and access the site.

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6. If you have more than one student who has authorized you access to their information, all the names will appear across the page. To access the student's information, click on the named tab. Do not bookmark this URL, this is a temporary URL and will not work for future logins. For future logins, use the Proxy Access Login URL provided in your e-mail New University of Toledo Proxy Relationship Created.
  
7. Click on the link to view information listed. A new window will open with that information. The access list will depend on what the student has authorized for you to view. Please contact the student regarding pages that have been authorized.
  
8. When you are finished viewing the information, close the browser window or click EXIT. You will be turned to the Proxy Access Home screen.
  
9. To exit the system, first click on the profile tab, and then click on Exit at the top of the page.
  
10. You may now close your browser.

After authenticating your account, for future logins, use this link to access the login page for Proxy Access:

[https://selfservice.utoledo.edu/prod/bwgkprxy.P\\_ProxyLogin](https://selfservice.utoledo.edu/prod/bwgkprxy.P_ProxyLogin)

This URL was also included in the e-mail New University of Toledo Proxy Relationship Created. This URL will take you to

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