



## Proxy/Authorized User Instruction Sheet

The Family Educational Rights and Privacy Act (FERPA), prevents third parties (parent, spouse, employer, etc.) from having access to your student record without your consent. If, however, you **would like** to grant consent to your parent, spouse, employer or other third parties to have access to your accounts, read below for information on how to grant access.

**Do you want Wright State University/Raider Connect to talk with your parent, spouse, or third party about your Financial Aid, student Billing Account, or Registration Records (including grades)?** Do you want to allow your parent, spouse, or other third party to be able to **view** portions of your record? If you do, read and follow the **STUDENT PROXY ACCESS INSTRUCTIONS** to **Designate a Proxy**.

**Do you want your parent, spouse, or other third party to have access to view your Student Billing account online, to make a payment toward your bill, and to receive email updates** about your current account activity? If so, complete the **PARENT/AUTHORIZED USER BILLING INSTRUCTIONS** below.

*If you do not have your campus user name and password, call WSU Computing and Telecommunications Services (CaTS) at 937-775-4827.*

### STUDENT PROXY ACCESS INSTRUCTIONS

**1.) Student instructions for Designating a Proxy** (To be completed by the student.)

*You, the student, can authorize any parent, guardian, spouse or other third party (they must have a valid email address) as a proxy to view portions of your record. Here's how:*

- Log into <http://wings.wright.edu> with your campus user name and password.
- Select the WINGS Express icon in the upper right-hand corner of the screen.
- Select **Student and Financial Aid**.
- Select **Proxy Access**.
- Select **Proxy Management**.
- Select **Add Proxy**.
- Input the required information about your proxy. Enter in the proxy's information (not your own). This is the necessary information that allows the proxy to receive communications necessary to set up and maintain their access.
- Once you have entered the required information, click on **Add Proxy**.
- Click on the link to expand the proxy your are adding.
- Complete the **Profile Tab**.
  - Define your **relationship** to the proxy. Enter a description of the relationship with your proxy (i.e. dad or wife).
  - Create a **passphrase**. This is required if you are going to allow the proxy to communicate with [RaiderConnect/Lake Campus Enrollment Services](#) verbally. You will need to select the **EMail Passphrase icon** after completing the proxy profile. This will send your proxy an e-mail with the passphrase. Be sure to keep the passphrase private between you and your proxy. Wright State University cannot disclose passphrase information to your proxy. If your proxy forgets their passphrase they must contact you to obtain or re-set the passphrase.
  - Indicate the **start and stop dates** you wish the proxy to have access to your student record. The end date can be as far into the future as you would like it to be.
- Click on the **Authorization Tab**. Select the information you wish your proxy to access. When checking/unchecking the boxes, information is saved automatically. Be sure to click the **Email Authorizations icon** to notify your proxy of the authorizations granted.
- **You have now completed steps to authorize proxy access to your student record!**

**2.) Designated Proxy Instructions** (To be completed by the parent, spouse, or other third party.)

*If you have been identified as a student's proxy, you have been authorized to view certain student information, and if the student has also provided you with a passphrase, you may also speak with RaiderConnect or Lake Campus Student Services personnel. To proceed:*

- Open your e-mail with the subject line **"New Proxy Identity."**
- Click on the link included in the e-mail (or copy and paste it into your browser: [https://wingsexpress.wright.edu/pls/PROD/bwgkprxy.P\\_ProxyLogin](https://wingsexpress.wright.edu/pls/PROD/bwgkprxy.P_ProxyLogin)).

- Enter your temporary password (copy and paste from the "New Proxy Identity" e-mail) and click **Submit**.
- Create your new password (PIN).
  - Enter your email address (the same one to which the new account email was sent) and the temporary password as the "Old Password".
  - Enter a new password of your choosing (8-15 alphanumeric characters) in both the "New Password" and "Validate Password" fields. Click Save.
- Update your Proxy Profile.
- Select the tab with a student's name to see your authorizations.
  - Billing and Financial Aid Records authorization only allows for verbal access using a passphrase. **Note:** If given passphrase access, you will receive a separate e-mail containing the passphrase with the subject line "**Send updated proxy passphrase.**"
- Selecting Student Records authorizations will open a new window. **Note:** Some authorizations may require you to select a term from a drop-down box to view the content.

## PARENT/AUTHORIZED USER BILLING INSTRUCTIONS

### 1.) Student Instructions for Designating an Authorized User (To be completed by the student.)

If you wish to authorize a parent, guardian, or other user to view your online student account information (billing statements) and make payments on your behalf, please follow the WINGS Express instructions below.

- Log into <http://wings.wright.edu> with your campus user name and password.
- Select the WINGS Express icon in the upper right-hand corner of the screen.
- Select the **Student and Financial Aid** link.
- Select the **Student Fees** link.
- Select the **Student Account Options** button.
- Select the **Set Up Authorized User** button.
- Enter the **Authorized User's e-mail address** and click on **Continue**.
- Check the **I Agree** box. Click on **Continue**. Instructional e-mail will be sent to the authorized user.

### 2.) Designated Authorized User Instructions (To be completed by the parent, spouse, or other third party.)

Authorized Users can then go to the Raider Connect Student Accounts & Bills tab ([www.wright.edu/raider-connect/student-accounts-and-bills](http://www.wright.edu/raider-connect/student-accounts-and-bills)), select the **Parents/Authorized Users** tab. Select the appropriate link: **View & Pay Bills** or **Wright1 Card Deposits** and sign in. If you wish to authorize a parent, guardian, or other user to view your online student account information (billing statements) and make payments on your behalf, please follow the WINGS Express instructions below.

- Select the Student and Financial Aid link.
- Select the Student Fees link.
- Select the Student Account Options button.
- Select the Set Up Authorized User button.
- Enter the Authorized User's e-mail address and click on Continue.
- Check the I Agree box. Click on Continue. Instructional e-mail will be sent to the authorized user.
- Authorized Users can then go to the Raider Connect Student Accounts & Bills tab ([www.wright.edu/raider-connect/student-accounts-and-bills](http://www.wright.edu/raider-connect/student-accounts-and-bills)), select the Parents/Authorized Users tab. Select the appropriate link: View & Pay Bills or Wright1 Card Deposits and sign in.