Share access to your records on UCanWeb

The student must log in to UCanWeb and set this up for anyone that they wish to provide access to.

1. Log into UCanWeb. Get there from the SUNY Canton homepage (www.canton.edu) or go to URL https://banweb.canton.edu/
2. Go to the tab that says “Miscellaneous Student Requirements” and then then on Share Access to My UCanWeb.

3. From the Share Access to My UCanWeb menu page, click on Access Management.
4. On the Access Management page, there is a link to the FERPA guidelines (http://www.canton.edu/registrar/ferpa.html). SUNY Canton CANNOT release student information to ANYONE without the student’s consent. Please review before clicking on the Add Proxy link at the bottom of the page. Setting up this proxy is considered your consent.

5. The next screen will prompt you for the First name, Last Name, and Email Address (enter twice) of the person you want to add as a proxy.
6. Click on Add Proxy button at bottom of page.
7. You should be directed back to the Access Management page that now lists a name under the Proxy List (see screen shot, circled in red). Click on this link.
8. On the next screen select a relationship (required), description (optional) and a passphrase (required). The passphrase is used if the proxy ever calls the campus for more information. You can leave the start and stop dates as the default or you can select new dates.

9. You must click on "Email Passphrase" to complete this step.

10. Click on the Authorization tab. Click on the options that you want the proxy to have access to. The choices here are entirely up to you and can be changed at any time.

11. Student is done. Click on Exit link on top right corner to exit UCanWeb.
For the Proxy:

1. Two emails have been sent from proxy_admin@canton.edu. You should open the email with subject “Alternate User/Proxy (SUNY Canton Proxy Access)”. This email will contain a link and an “Action Password”. Click on the link to find the following page.

The second email contains the Passphrase that will be needed for phone conversations.

2. Type in the temporary action password shown on your email and click Submit.
3. Follow on screen instructions. For Old PIN, input the temporary action password. For New PIN and Validate PIN, input your new PIN twice. Click Save.
4. You will now see screen below. There really is nothing you need to do on this screen unless you want to change your email address OR you want to change your PIN as a proxy.
6. Click on the tab showing the name of your student. You will see a screen that looks like this. This screen displays what you have access to. Click on text in the list to see that information.

7. To exit, click on Profile and then on Exit.

8. On subsequent uses, you can access Web for Proxy directly from the UCanWeb sign in page:

Other circumstances:
- If the proxy is locked out or forgets the PIN, the **STUDENT** must reset it. The Registrar’s office and Help Desk do not have access to this function.
- The **STUDENT** can modify proxy access at any time, using “Share Access to my UCanWeb” under Miscellaneous Student Requirements tab. The student can change the screens that the proxy has access to OR remove access by setting the stop date to today.