## Share access to your records on UCanWeb

Student setup for Proxy | Proxy access information | Proxy previously set up

## Student sets up Proxy

The <u>student</u> must log in to UCanWeb and set this up for anyone that they wish to provide access to. The proxy is the person that the student is granting access to (such as a parent)

- 1. Log into UCanWeb, click on Enter Secure Area to access.
- 2. Go to the tab at the top that says "Personal Information" and then on UCanWeb 9 General Information Menu.

Y SU	NY CANTON
MAIN MENU S	udent Menu New Student Checklist Personal Information Miscellaneous Student Requirements
earch	Go
Personal II	nformation
Personal I	nformation
UCanWeb 9 - Personal Iden Shows information	nformation General Information Menu Jification Information boot your system accounts such as email, network, and Brightspace.

3. From there, choose the **Proxy Management link**. On the Proxy Management page, click on "Add New"

SUNY CANTON My Profile	* 🗊	
My Profile	peneral information records.	
Ver and update your biographic information.	pricel and Proxy Management Add program access to selected Banner Web	* •
My Profile	Proxy Management     Proxy Management	(+) Add New
	(1) There are no proxies available for you to view. Click Add Ne	ew to add a proxy.

4. Fill out the form as completely as possible

: VS	UNY CANTON	* 1
<u>/ Profile</u> =	Proxy Management + Proxy Information	
	Prosy Information  Profile (Required) First Name First Name Last Name Last Name	
	E-Mail	
	Verify E-Mail	
	Verify E-Mail Address	
	Relationship (1)	
	Select a Relationship 🗸	

5. Stop date indicates the date at which the proxy will no longer have access to the student record. Passphrase can be anything, but is also used if the proxy calls for details on the student record. SUNY Canton staff are only authorized to speak to specific individuals who have been given proxy access and we will ask about the passphrase for conformation.

⁼ ¥ડા	JNY CANTON	* 🚨
ly Profile +	Proxy Management    Proxy Information	
	Parent or Legal Guardian 🗸	
	Start Date Stop Date	
	03/08/2024 🖬 04/28/2106 🖬	
	Additional Information	
	Description	
	Passphrase	

6. Authorizations are the screens that the student is giving the proxy access to.

Coloct All	Copy Authorizations	
L_] belett Ki	Select a Person	~
Student Profile		
Tax Notification 10	987	
Account Summary		
Week at a Glance		
Student Holds		
Financial Ald Dashi	soard	
Financial Aid Notifi	cations	
Financial Aid Resou	irces	
College Financing F	Plan	
Financial Aid Award	d History	
Financial Aid Award	i Offer	
Financial Aid Satisfi Requirements	actory	
Academic Transcrip	ot	
Student Grades		

The student can set up multiple proxies if they choose to.

## How the Proxy accesses the student information

7. Once the student clicks on Submit, the Proxy should receive an email on how to proceed. The emails comes from "proxy\_admin@canton.edu" and there are TWO – with subjects that start with "STEP ONE..." and "STEP TWO...". STEP ONE contains a one-time initial password to use for setup. Once that is entered on the first screen, the proxy will fill out the second screen:

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Contraction of the second			Bann	er®	And the second se		
		Enter your Initial Password, then cl	ick Submit to continue.				
San Bran	SUNY CANTON	Initial Password	Submit				
STA R		An email you noceived contained a URL (which you to contained an initial password. These are used togeth will also use the password for the Initial Password on password.	ave used to get here), and a separate email or to verify that you are an intended recipient the following page when establishing your ne	You R			
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Ca & A	Ellucian and such licenseer	25.	2	to the state			
				A ANY A	SUNY CANTON	Banner®	
			SPACE R		Reset your security password for Proxy Access.		-
CONTRACT OF		and the second	A States	A REAL PROPERTY	Your email address has been verified. The next step is to password twice. Password should be a six-digit number	o save your password for proxy access. Enter your new	<b>—</b>
		10 10 100 100			Emandidates		
	N	E LA CALLAR		AL MAN	Initial Password		
				A STA			R
					New Pessword		A.A.
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8. Once your account is set up, you will login:



9. This step can take a minute! Please be patient.

< → C 6	ta banconiv.canton.edu/StudentSellService/ssb/studentCommonDashboard#/home		◎ 聞 ☆		1
<b>≯</b> SUN	( CANTON *	: 1	MURPHY	T@CANTON	.EDU
Home					
	Helio 1				
	You've been authorized to view content for the student(s) below. Click each tile to select the pag view.	e you w	ish to		
	Proxy Personal Information		,		
	View/Update Proxy Personal Information.				
	I am a proxy for Best Student		~		

10. The **<u>STUDENT</u>** can modify proxy access at any time, using the same link in UCanWeb, under Personal Information, click on UCanWeb 9- General Information Menu. The student can reset the password, resend the email, change the screens that the proxy has access to OR remove access by setting the stop date to today.

Any future logins for the Proxy can be done by going to the UCanWeb login page and and use the Proxy Access link:

UC	anWeb
	<ul> <li>IMPORTANT ANNOUNCEMENTS:</li> <li>Did you know? A fully online student can register for courses designated as FLEX or Merged [coded 0F# registering for a FLEX class. Students can attend FLEX courses face-to-face or virtually cattendance requirement.</li> <li>Flex (converged modality) courses combine online and face-to-face instruction simultaneously into one singl ways: as a synchronous distance learner (via real-time, video-streaming); as an asynchronous distance learner time); as a face-to-face learner (physically present in the classroom); or as a flexible learner (with a degree face, sometimes by streaming class sessions, etc.). It is up to the instructor to clarify policy expectations at</li> <li>Please use your NetID and password to login. As the system remembers your credential information each time you go to UCanWeb. The navigation to the homepage will stay the login.</li> <li>Readmits, Alumni, Former Employees and other inactive users - please use the Login line</li> </ul>
	Enter Secure Area
	<ul> <li>First-Time Login Instructions - Please Read if you've never logged in before</li> </ul>
	Proxy Access
	Apply for Admission
	Part-Time Non-Degree Registration
	Browse Classes (formerly Class Schedule)
	Browse Catalog (formerly Course Catalog)
	Manage My Roo Card
	- SUNY Capton Home

## If a proxy was set up previous to conversion to UCanWeb 9:

- 1. The student needs to log into UCanWeb, click on Enter Secure Area to access.
- 2. Go to the tab at the top that says "Personal Information" and then on UCanWeb 9 General Information Menu.



3. From there, choose the **Proxy Management link**. On the Proxy Management page, you should

see the list of proxies that have been set up previously. Click on the Edit icon to adjust the access

" ¥20N	Y CANTON	* •
My Profile		
	My Profile	
	-	
	Hello View, edit and update your general information re-	cords.
	Personal Information	Proxy Management
	demographic information."	pages
	MuDec	
	Myrre	
		Proxy Management

4. **RESET the password by clicking the link at the top right.** Then go through the form to verify the information

₩ ¥SUN	Y CANTON	* 2
My Profile • Pro	xy Management • Proxy Information	
	Mom the Great (thebestmom@canton.edu)	
	Proxy Information	
	Relationship 🕢	
	Start Date         Stop Date           04/09/2024 <ul> <li>05/30/2106</li> <li> </li> </ul>	
	Additional Information	
	Description	
	Passphrase	
	Passphrase	

- 5. Stop date indicates the date at which the proxy will no longer have access to the student record. Passphrase can be anything, but is also used if the proxy calls for details on the student record. SUNY Canton staff are only authorized to speak to specific individuals who have been given proxy access and we will ask about the passphrase for conformation.
- 6. You will need to set up Authorizations to grant access to specific screens. You can Select All to allow access to all pages listed. Click SUBMIT when done.



The proxy will receive two emails. STEP ONE contains the link to reset access. STEP TWO contains the temporary password needed. Follow the links to reset access.