Share access to your records on UCanWeb

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

Student sets up Proxy

The student 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.

3. From there, choose the Proxy Management link. On the Proxy Management page, click on “Add New”
4. Fill out the form as completely as possible

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

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:

8. Once your account is set up, you will login:

9. **This step can take a minute! Please be patient.**
10. The **STUDENT** 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:

![UCanWeb login page](image-url)

- Enter Secure Area
- First-Time Login Instructions - Please Read if you've never logged in before
- **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 Canton 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.
4. **RESET the password by clicking the link at the top right.** Then go through the form to verify the information.

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 confirmation.

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.**

   ![Proxy Management Screen](image)

   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.