

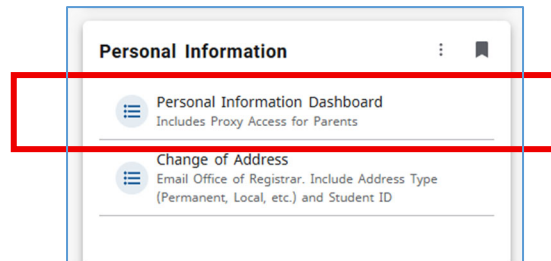
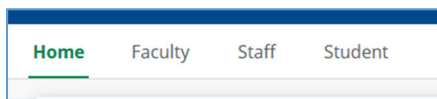
# Share Access to Your Records on UCanWeb

[Student setup for Proxy](#) | [Proxy access information](#) | [Proxy previously set up](#)

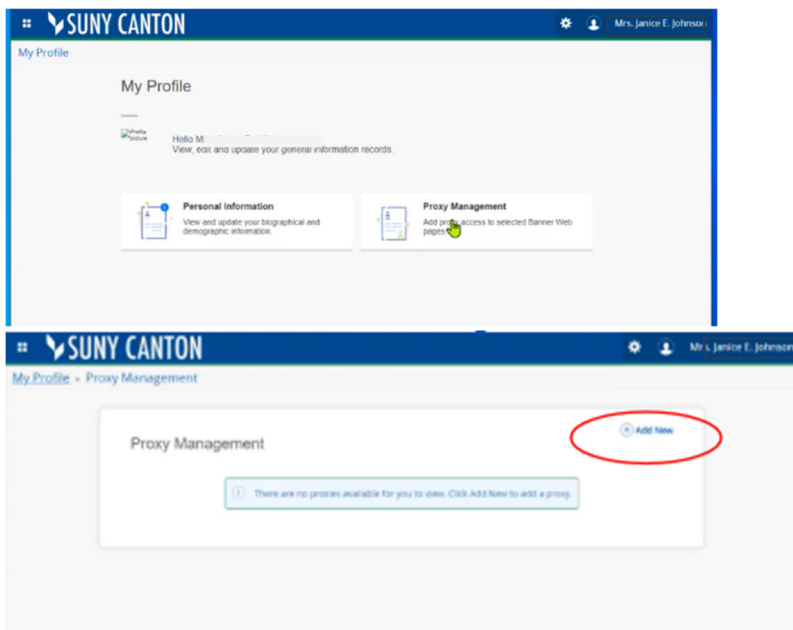
## Student sets up Proxy

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. Use your NetID and password.
2. On the default “Home” tab, find the card that says Personal Information. Select Personal Information Dashboard.



3. On the My Profile page, select Proxy Management. On the Proxy Management page, click on “Add New”



4. Fill out the form as completely as possible

**SUNY CANTON**

My Profile • Proxy Management • Proxy Information

**Proxy Information**

**Profile (Required)**

First Name

Last Name

E-Mail

Verify E-Mail

Relationship

- 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.

**SUNY CANTON**

My Profile • Proxy Management • Proxy Information

Parent or Legal Guardian

Start Date

Stop Date

**Additional Information**

Description

Passphrase

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

**Authorizations (Required)**

Select All

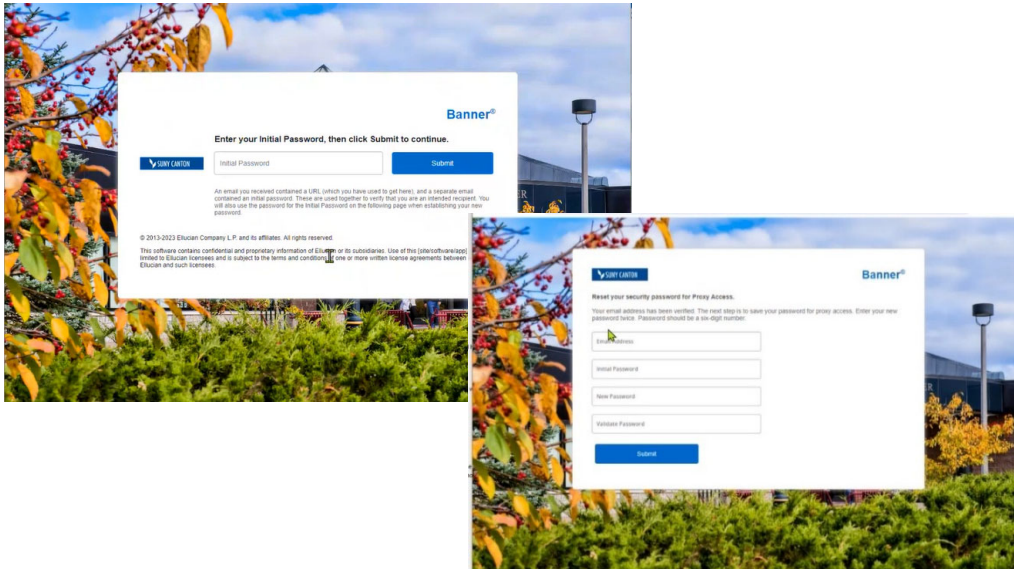
Copy Authorizations

- Student Profile
- Tax Notification 1098T
- Account Summary
- Week at a Glance
- Student Holds
- Financial Aid Dashboard
- Financial Aid Notifications
- Financial Aid Resources
- College Financing Plan
- Financial Aid Award History
- Financial Aid Award Offer
- Financial Aid Satisfactory Requirements
- Academic Transcript
- Student Grades

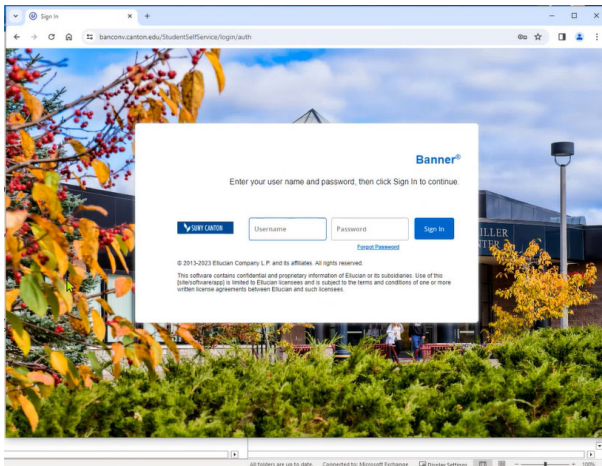
The student can set up multiple proxies if they choose to.

# How the Proxy accesses the student information

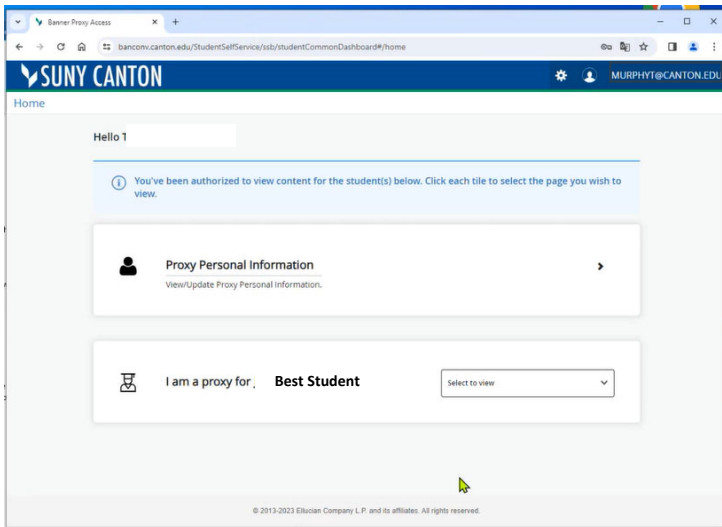
7. Once the student clicks on Submit, the Proxy should receive an email on how to proceed. The emails comes from “proxy\_admin@canton.edu” and there are TWO – with subjects that start with “STEP ONE...” and “STEP TWO...”. **STEP ONE contains the link to access proxy setup and STEP TWO contains one-time 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, then Proxy Management. 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.

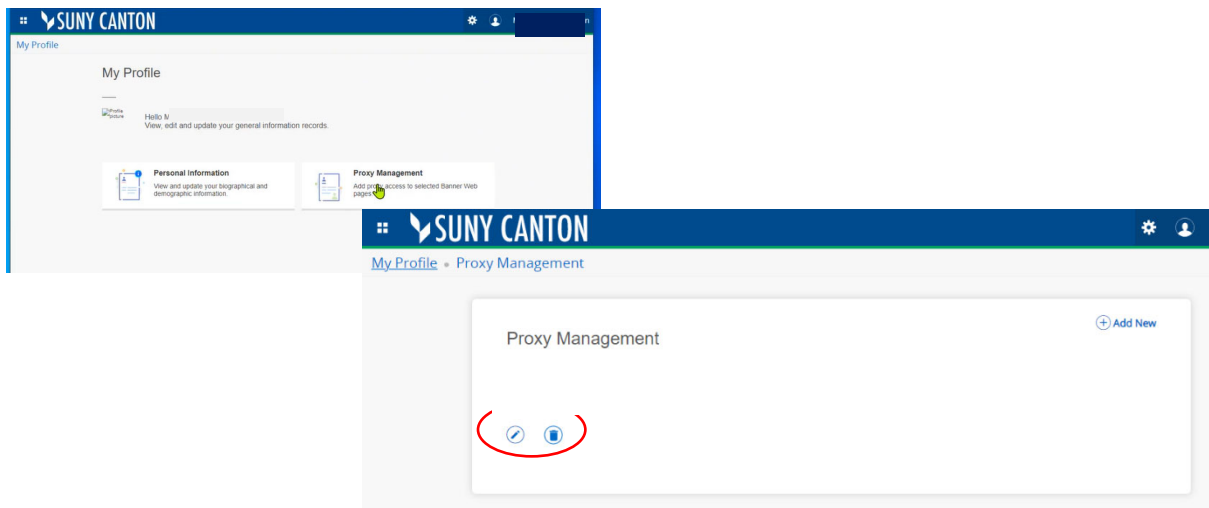
Any future logins for the Proxy can be done by going to the UCanWeb login page and use the Proxy Access link:



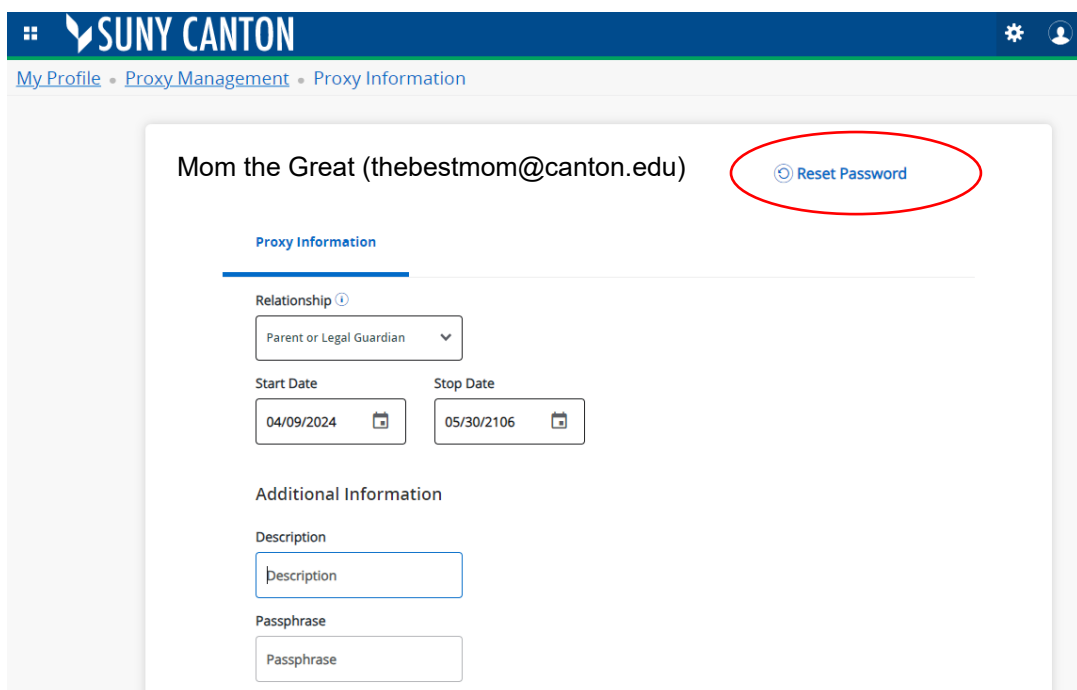
- [New UCanWeb Portal \(Beta\)](#)  
TRY ME! I will be the new "Secure Area" come October!
- [Enter Secure Area](#)  
For active users - students who are currently enrolled and faculty currently teaching. Use your NetID and password to login.
- [Student Services \(PIN Login\)](#)  
For inactive users - Readmits, Alumni, Students who have graduated or taking a break from school. Use your SUNY Canton ID/SSN and PIN to login.
- [General Services \(PIN Login\)](#)
- [Proxy Access](#)
- [Part-Time Non-Degree Registration](#)
- [Browse Classes](#)
- [Browse Catalog](#)
- [Manage My Roo Card](#)
- [SUNY Canton Home](#)
- [Workflow \(Use MFA for off-campus access\)](#)
- [Transact Authorized User Access \(ie. parent or guardian\)](#)

## 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. Find the “**Personal Information**” card on the Home (default) tab.
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.



The image shows a screenshot of the SUNY CANTON user interface. The top navigation bar includes the SUNY CANTON logo and a user profile icon. Below the navigation bar, the breadcrumb trail reads: [My Profile](#) • [Proxy Management](#) • [Proxy Information](#). The main content area displays the user's name and email address: Mom the Great (thebestmom@canton.edu). A red circle highlights the [Reset Password](#) link. Below this, the 'Proxy Information' form is visible, including a dropdown menu for 'Relationship' (set to 'Parent or Legal Guardian'), 'Start Date' (04/09/2024), 'Stop Date' (05/30/2106), and input fields for 'Description' and '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.**

Authorizations (Required) ⓘ

Select All

Copy Authorizations ⓘ  
Select a Person ▼

- Student Profile
- Tax Notification 1098T
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- Week at a Glance
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- Academic Transcript
- Student Grades

**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.**

banweb.canton.edu/StudentSelfService/ssb/proxy/submitActionPassword

RooSuccess- PROD Registrar - SUNY Ca... DegreeChecklists Transfer course equi... Banner SUNY HR Portal One Hop Registran... Files - OneDrive DegreeWorks

**SUNY CANTON** Banner®

**Reset your security password for Proxy Access.**

Your email address has been verified. The next step is to save your password for proxy access. Enter your new password twice. Password should be a six-digit number.

New Password

Validate Password

**Submit**