

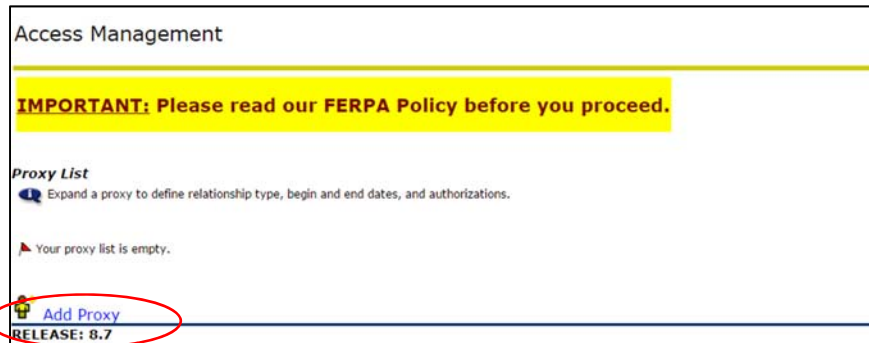
Share access to your records on UCanWeb

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

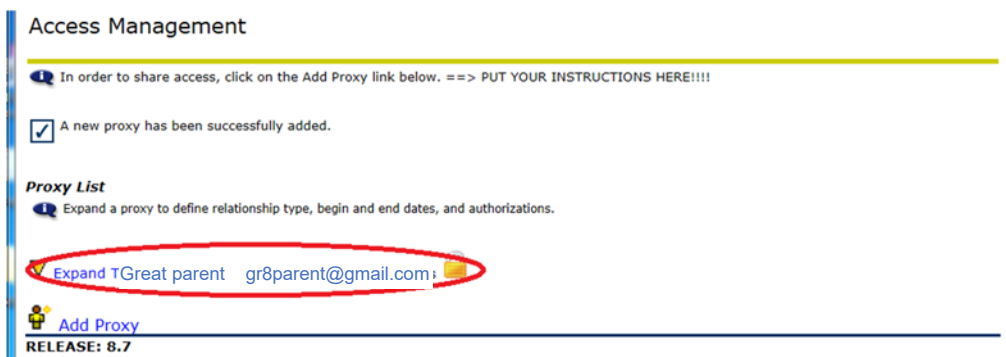
1. Log into UCanWeb. Get there from the SUNY Canton homepage (www.canton.edu) or go to URL <https://banweb.canton.edu/>
2. Go to the tab that says “Miscellaneous Student Requirements” and then then on **Share Access to My UCanWeb**.



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.



- 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.
- You must click on **“Email Passphrase”** to complete this step.

The first step in adding a proxy has been completed. Expand the proxy to continue the setup.

Proxy List

Expand a proxy to define relationship type, begin and end dates, and authorizations.

Great parent

Profile **Authorization**

Proxy Profile

INSTRUCTIONS (Please read carefully):

- Please specify the proxy's relationship to the student using the drop down box. This is REQUIRED.
- On the Description box, you can add a personal note about the proxy's relationship to the student, i.e., Father, Mother, Football Coach, etc. This is optional and can be left blank.
- Enter the passphrase that your proxy will need to know in order for SURVY Canton staff to recognize this person as an authorized proxy. This is REQUIRED.
- The start and end dates are defaulted to certain values but you can change these as necessary.
- Email the Passphrase to your proxy by clicking on the E-mail Passphrase link below. This is REQUIRED.
- Click on the Authorization tab to get to the next screen and follow the instructions displayed. This is REQUIRED.

Reset PIN link:

- Use the Reset PIN link show below if your proxy has forgotten his/her PIN and it needs to be reset.

Terminating a Proxy Access:

- If you no longer wish to allow this proxy to access your UCanWeb information, put in today's date on the Stop Date box.

* - indicates a required field.

Relationship*

Description

Passphrase

Start Date (MM/DD/YYYY)*

Stop Date (MM/DD/YYYY)*

E-mail Passphrase Reset PIN

Your proxy has not verified their email address.

The proxy PIN is disabled.

- 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.

The first step in adding a proxy has been completed. Expand the proxy to continue the setup.

Proxy List

Expand a proxy to define relationship type, begin and end dates, and authorizations.

Great parent gr8parent@gmail.com

Profile **Authorization**

Page Authorization

INSTRUCTIONS:

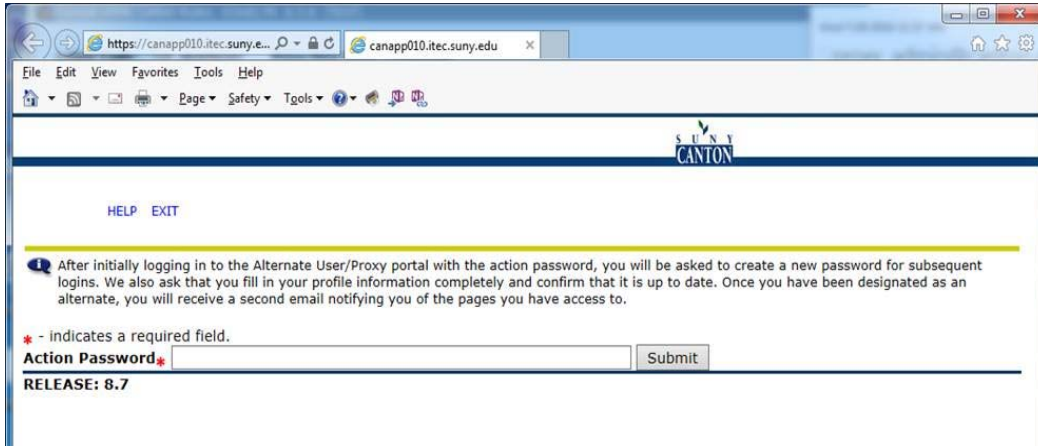
- From the list of UCanWeb screens shown below, please click on all of the screens you want your proxy to have access to. If you wish to grant your proxy access to all the screens, just click on the checkbox labeled "Parent Access Module Check".
- You have now completed setting up one proxy. You may exit UCanWeb by clicking on the Exit link at the top right corner. Your proxy will receive an email with instructions on how to set up their UCanWeb proxy account.

- Proxy Access for Advisors Check to Select or Deselect ALL items below.
- Student Address
 - Student Schedule
 - Academic Transcript
 - View Bill
 - Overall Status
 - Award History
 - Eligibility Requirements
 - Student Checklist

- Student is done. Click on Exit link on top right corner to exit UCanWeb.

For the Proxy:

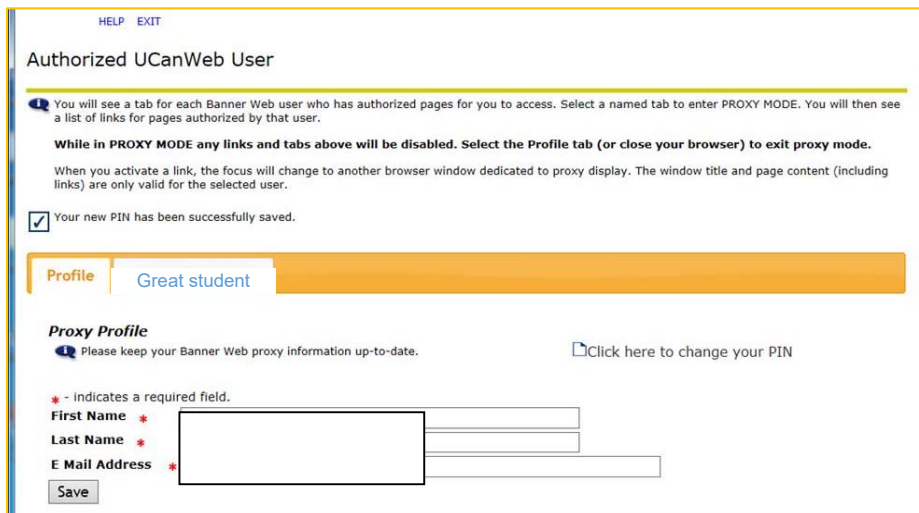
1. Two emails have been sent from proxy_admin@canton.edu. You should open the email with subject “**Alternate User/Proxy (SUNY Canton Proxy Access)**”. This email will contain a link and an “**Action Password**”. Click on the link to find the following page.



The screenshot shows a web browser window with the URL <https://canapp010.itec.suny.edu>. The page header includes the SUNY CANTON logo and navigation links for HELP and EXIT. A message box contains the following text: "After initially logging in to the Alternate User/Proxy portal with the action password, you will be asked to create a new password for subsequent logins. We also ask that you fill in your profile information completely and confirm that it is up to date. Once you have been designated as an alternate, you will receive a second email notifying you of the pages you have access to." Below the message, there is a legend: "* - indicates a required field." and a form field for "Action Password*" with a "Submit" button. At the bottom left, it says "RELEASE: 8.7".

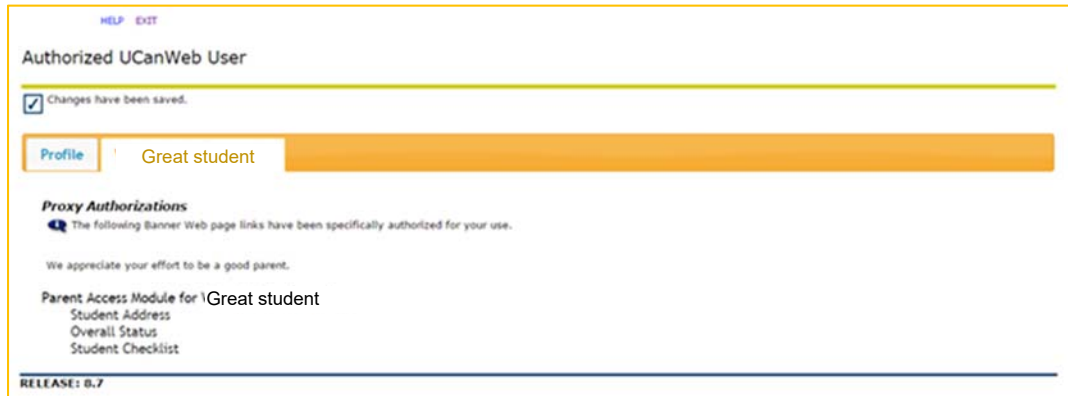
The second email contains the Passphrase that will be needed for phone conversations.

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.



The screenshot shows the "Authorized UCanWeb User" page. It includes a message: "You will see a tab for each Banner Web user who has authorized pages for you to access. Select a named tab to enter PROXY MODE. You will then see a list of links for pages authorized by that user." Below this, it states: "While in PROXY MODE any links and tabs above will be disabled. Select the Profile tab (or close your browser) to exit proxy mode. When you activate a link, the focus will change to another browser window dedicated to proxy display. The window title and page content (including links) are only valid for the selected user." There is a checked checkbox for "Your new PIN has been successfully saved." Below this, there are two tabs: "Profile" (selected) and "Great student". Under the "Profile" tab, there is a "Proxy Profile" section with a message: "Please keep your Banner Web proxy information up-to-date." and a link: "Click here to change your PIN". Below this, there is a legend: "* - indicates a required field." and three form fields: "First Name *", "Last Name *", and "E Mail Address *". A "Save" button is located at the bottom left.

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.