

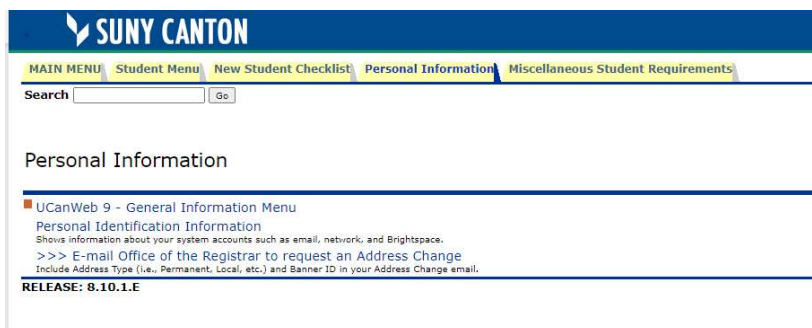
# Share access to your records on UCanWeb

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

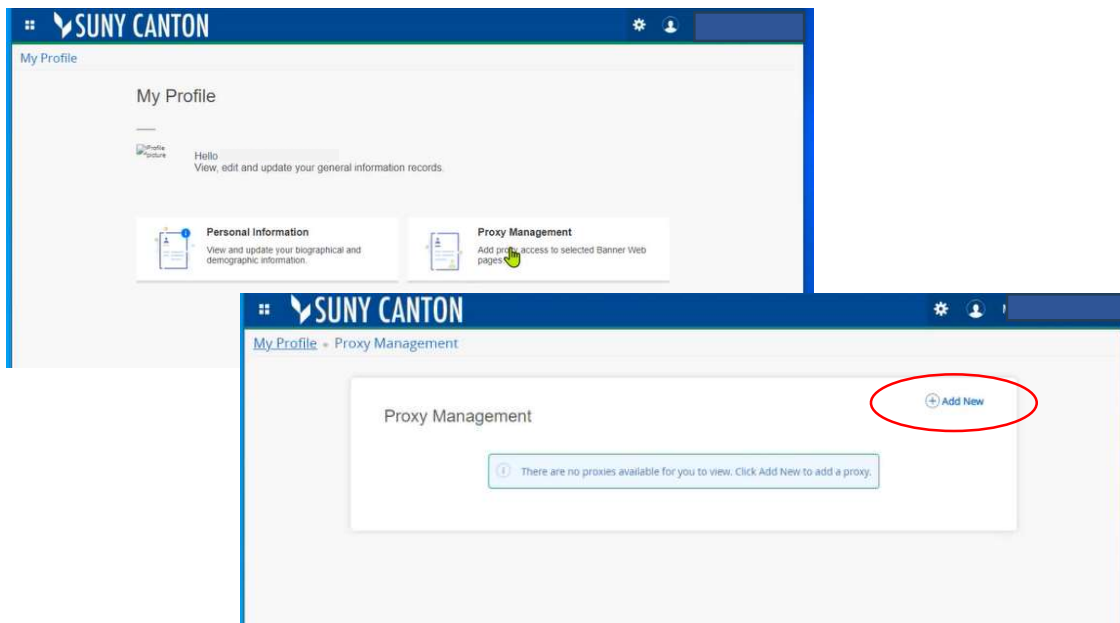
## Student sets up Proxy

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

The screenshot shows the SUNY CANTON web interface. The header includes the SUNY CANTON logo and navigation links: My Profile, Proxy Management, and Proxy Information. The main content area is titled "Proxy Information" and contains a "Profile (Required)" section with the following fields: First Name, Last Name, E-Mail, and Verify E-Mail. Below these is a "Relationship" dropdown menu with the option "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.

This screenshot shows the continuation of the SUNY CANTON Proxy Information form. It includes a "Parent or Legal Guardian" dropdown menu, "Start Date" (03/08/2024) and "Stop Date" (04/28/2106) fields with calendar icons, and an "Additional Information" section with "Description" and "Passphrase" text input fields.

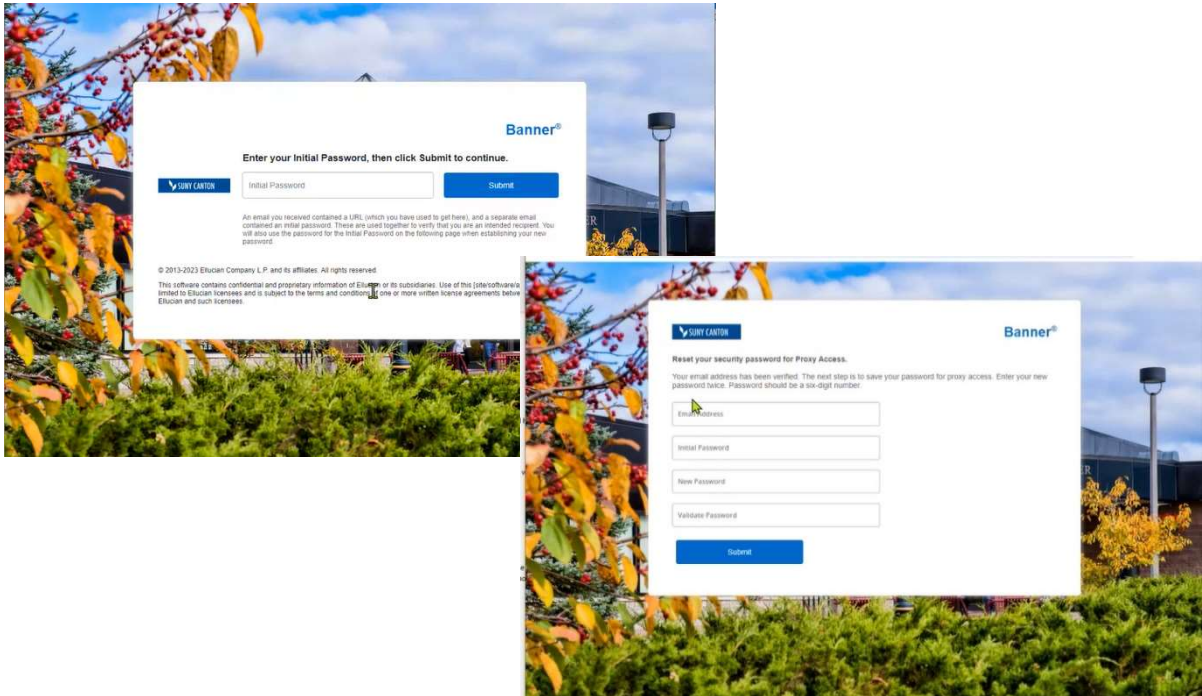
6. **Authorizations** are the screens that the student is giving the proxy access to.

The screenshot displays the "Authorizations (Required)" section of the SUNY CANTON interface. It features a "Select All" checkbox, a "Copy Authorizations" button, and a "Select a Person" dropdown menu. A list of authorization options is provided, each with an unchecked checkbox: 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, and Student Grades.

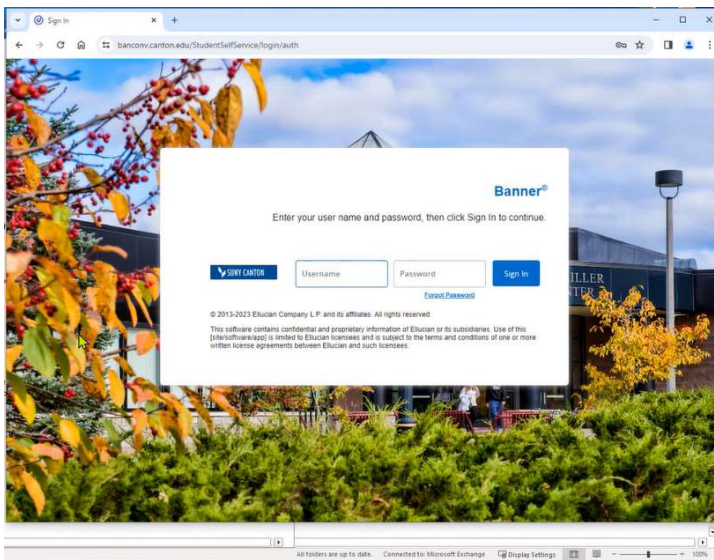
The student can set up multiple proxies if they choose to.

# How the Proxy accesses the student information

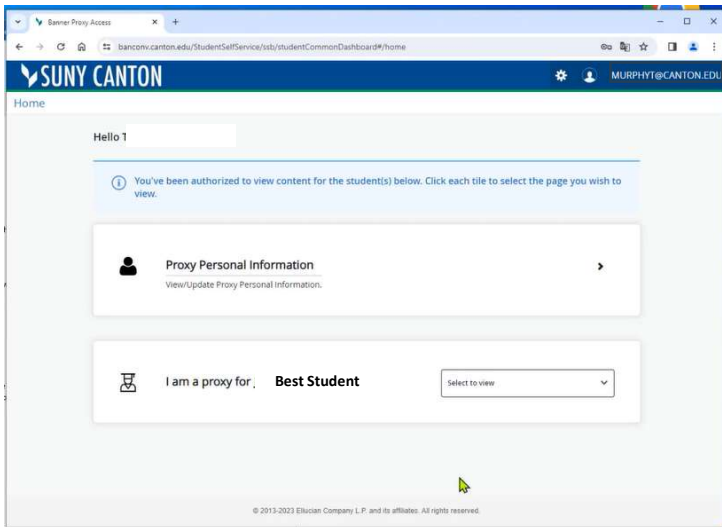
7. Once the student clicks on Submit, the Proxy should receive an email on how to proceed. The emails comes from “proxy\_admin@canton.edu” and there are TWO – with subjects that start with “STEP ONE...” and “STEP TWO...”. **STEP ONE contains a one-time initial password to use for setup.** Once that is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



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 use the Proxy Access link:



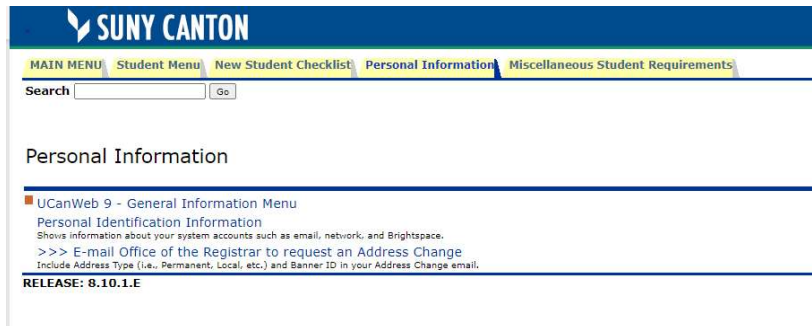
**IMPORTANT ANNOUNCEMENTS:**


- 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 c attendance requirement.
- Flex (converged modality) courses** combine online and face-to-face instruction simultaneously into one single ways: as a synchronous distance learner (via real-time, video-streaming); as an asynchronous distance learner (via asynchronous streaming); 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
- 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.**
- Readmits, Alumni, Former Employees and other inactive users - please use the Login lin**

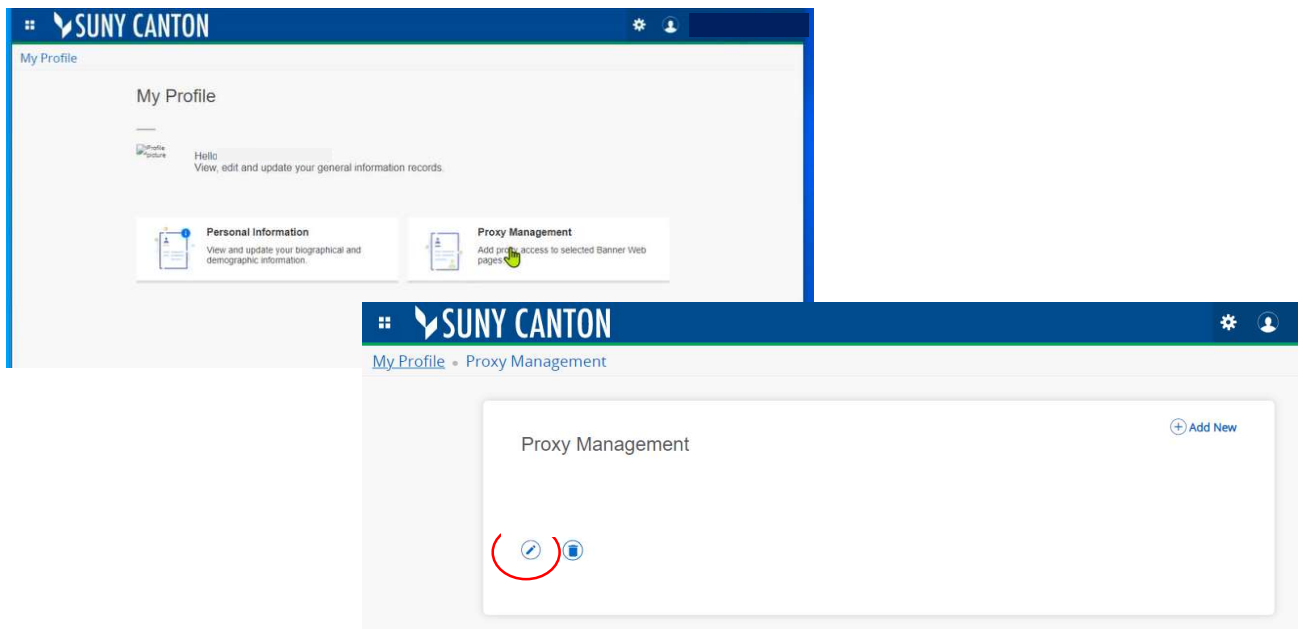
- Enter Secure Area
- First-Time Login Instructions - Please Read if you've never logged in before
- Proxy Access**
- Apply for Admission
- Part-Time Non-Degree Registration
- Browse Classes (formerly Class Schedule)
- Browse Catalog (formerly Course Catalog)
- Manage My Roo Card
- SUNY Canton Home

## 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.

The screenshot shows the SUNY Canton Proxy Management interface. At the top, there is a blue header with the SUNY Canton logo and navigation links: "My Profile", "Proxy Management", and "Proxy Information". The user is logged in as "Mom the Great (thebestmom@canton.edu)". A "Reset Password" link is circled in red. Below this, the "Proxy Information" section is visible, including a "Relationship" dropdown menu set to "Parent or Legal Guardian", "Start Date" (04/09/2024) and "Stop Date" (05/30/2106) fields, and "Additional Information" 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.**

The screenshot shows the "Authorizations (Required)" section. It includes a "Select All" checkbox, a "Copy Authorizations" dropdown menu set to "Select a Person", and a list of checkboxes for various system screens: 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, and 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.**