

# McLennan Community College Proxy Access

## Staff and Faculty Instructions

### *What is Proxy?*

Proxy, formerly known as **FERPA Consent**, allows students to release academic/financial information to a third party such as a relative, spouse, friend, non-McLennan counselor, or others. A student who chooses to give another person Proxy is giving that person Student Planning log-in access to view the student's education records. **Any Individual that previously had "FERPA Consent" now has Proxy access.**

Proxy access can be assigned and removed at any time through Student Planning. Students own their educational records and are not required by McLennan Community College to assign any individuals Proxy access.

The only individuals that can access student educational records without Proxy Access are school officials with legitimate educational interest. School officials include McLennan staff/faculty and employees at all partner agencies.

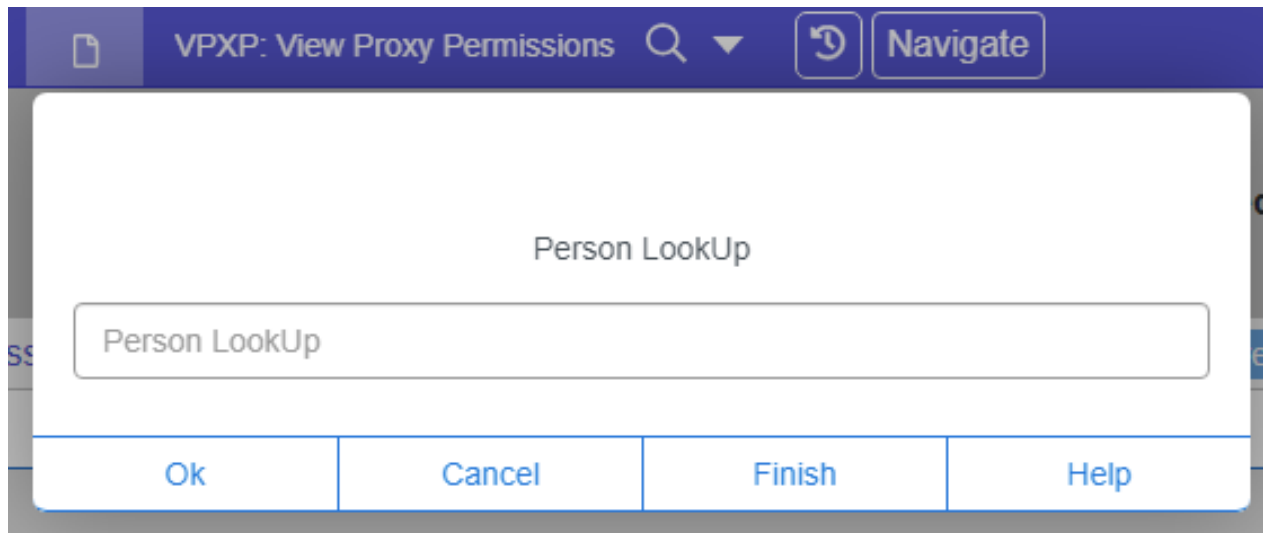
### *What Access is Provided with Proxy?*

When Assigned Proxy Access, individuals receive an email with directions for logging into Student Planning. This allows individuals with Proxy to access the student's educational records at any time that they have Proxy access. Individuals can access the student's information below:

- ▶ Student Finance
  - ▶ Account Activity
  - ▶ Account Summary
  - ▶ Make a Payment
- ▶ General
  - ▶ Notifications
- ▶ Tax Information
- ▶ Academics
  - ▶ Grades
- ▶ Financial Aid
  - ▶ Offer Letter
  - ▶ Financial Aid Home Screen
  - ▶ My Awards
  - ▶ FA Outside Awards
  - ▶ FA Required Documents
  - ▶ Satisfactory Academic Progress

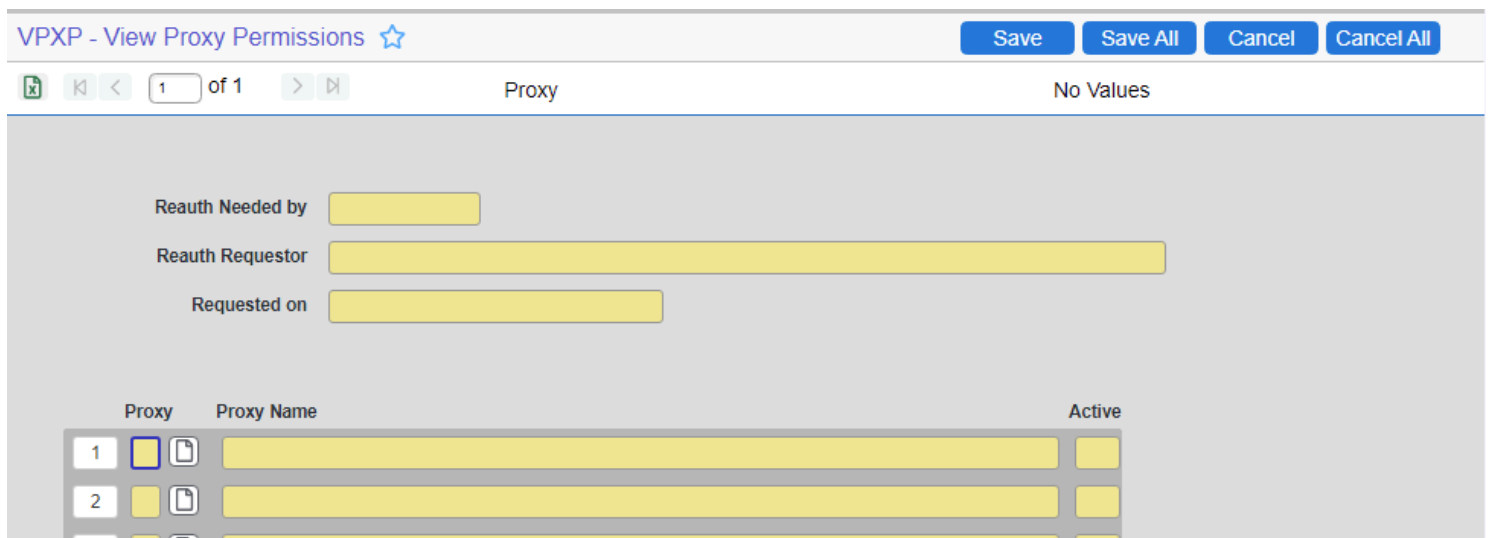
## How to Check for Proxy Access- Ellucian Colleague

- ▶ Log into Colleague and go to the “VPXP” screen.



The screenshot shows a dialog box titled "Person LookUp" within a window titled "VPXP: View Proxy Permissions". The dialog has a search input field containing the text "Person LookUp". Below the input field are four buttons: "Ok", "Cancel", "Finish", and "Help". The window also features a "Navigate" button and a search icon.

- ▶ Once you enter the student’s ID number you will be directed to their Proxy screen. If a student has authorized Proxy access you will see the Proxy’s name. If no access is assigned the screen will be blank.



The screenshot displays the "VPXP - View Proxy Permissions" screen. At the top, there are buttons for "Save", "Save All", "Cancel", and "Cancel All". Below these are navigation controls showing "1 of 1" records. The main content area shows fields for "Reauth Needed by", "Reauth Requestor", and "Requested on", all of which are currently blank. Below these fields is a table with the following columns: "Proxy", "Proxy Name", and "Active".

Proxy	Proxy Name	Active
1		
2		

- ▶ We will no longer use “FERPA Info” on the XINFO screen.

# How to Check for Proxy Access- Faculty Roster

► Log in to student planning and access your class roster. Select the “View” option available in the FERPA column.

The screenshot shows the Ellucian interface for a faculty member's class roster. The page title is "AGRI\_1309-87: Computers in Agriculture". Below the title, there are details about the course: "2021 Fall Online", "8/23/2021 - 12/10/2021 Online, TBA Online Lecture", and "8/23/2021 - 12/10/2021 Online, TBA Online Laboratory". There are also "Seats Available 29 of 30" and "Deadline Dates" links. The main content area has tabs for "Roster", "Attendance", "Census", "Grading", "Books", "Permissions", and "Waitlist". The "Roster" tab is active, showing a table with columns: Student Name, Student ID, Class Level, Preferred Email, Pass Audit, Pay Status, Drop Count, Grad Student, Dual Credit, View Accommodations, and Ferpa Info. The "Ferpa Info" column contains a "View" link, which is circled in red. There are also "Print", "Email All", and "Export" buttons at the top right of the table.

► After selecting the “View” link you will be directed to see the individuals listed under FERPA Consent.

The screenshot shows the Ellucian interface for the FERPA Consent page. The page title is "FERPA Consent". Below the title, there is a table with columns: Name, E-mail Address, and Phone. The table contains two rows of data:

Name	E-mail Address	Phone
	@live.com	254
	@yahoo.com	254

At the bottom of the page, there is a copyright notice: "© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy".

## Proxy Reminders

- ▶ Students own their educational records and are not required by McLennan Community College to assign any individuals Proxy access.
- ▶ Students have the right to remove Proxy access at any time.
- ▶ Individuals with Proxy access will have their own Student Planning log-in information that can be used to view student information.
- ▶ Staff and Faculty should only release student information to college officials with legitimate educational interest, the student, or individuals listed on Proxy.
- ▶ All Proxy/FERPA questions and concerns can be directed to the Office of Records and Registration.
  - ▶ Email: [register@mclennan.edu](mailto:register@mclennan.edu)
  - ▶ Phone: 254-299-8507
  - ▶ In Person: Visit us in the Enrollment Services Center