

# Setting Up Proxy User Access

Log into WebAdvisor



Navigation bar with links: **LOG IN** (circled in red), **MAIN MENU**, **CONTACT Us**. Below these are links for [What's My User ID?](#), [I Forgot My Password](#), and [Change My Password](#). The main content area shows a "Welcome Guest!" message and a sidebar with "Open Learning Academy" and "Guests" buttons.

Click on Students



Navigation bar with links: **CHANGE PASSWORD**, **LOG OUT**, **MAIN MENU**. Below these are links for [What's My User ID?](#), [I Forgot My Password](#), and [Change](#). The main content area shows a "Students" button highlighted in blue.

Click on View/Add Proxy Access

**CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU**

The following links may display confidential information.

<b>Financial Information</b> <a href="#">Registration Statement / Student Account Services</a> <a href="#">View My 1098-T &amp; W2 Forms</a>	<b>Academic Planning</b> <a href="#">Program Evaluation</a> <a href="#">Student Planning</a>
<b>Financial Aid</b> <a href="#">Financial Aid Self-Service</a> <a href="#">Financial Aid Self-Service (Continuing Students)</a> <a href="#">Financial Aid Shopping Sheet</a>	<b>Academic Profile</b> <a href="#">Grades</a> <a href="#">View My Transcript</a> <a href="#">Program Evaluation</a> <a href="#">Apply for Graduation</a> <a href="#">My class schedule</a> <a href="#">My profile</a> <a href="#">Order My Transcript</a> <a href="#">Order Enrollment Verification</a>
<b>Communication</b> <a href="#">View/Add Proxy Access</a>	<b>Forms</b> <a href="#">Registrar Office Forms</a>
<b>Registration</b> <a href="#">Review My Holds</a> <a href="#">Search for Sections</a> <a href="#">Registration Statement / Student Account Services</a> <a href="#">Registration in Student Planning</a>	<b>Employee Profile</b> <a href="#">Employee Information</a>

Click on the Select a Proxy drop down box, then click "Add A Proxy".

If you gave us family member information during the admissions process, those individuals will already be listed in the drop down box for you to easily add.

If you select one of those pre-populated family members, their contact information is already entered (make sure their email is correct). Now give them access to the information you want to share. You can select "Allow Complete Access" and it will give them everything in Proxy or you can "Allow Select Access" to only give them certain information.

If you want to add a brand new person, in the drop down box select Add Another User. Enter as much information about them as you know. The red boxes are required to set up the account.

Select a Proxy

Add Another User

First Name \*

Middle Name

Last Name \*

Suffix

Former Last Name

Email Address \*

Confirm Email Address \*

Phone

Birth Date \*

Gender

SSN

Confirm SSN

Relationship \*

Access \*

Allow Complete Access

Allow Select Access

Once you've selected what access you want them to have, click on the FERPA Authorization Box and hit save.

My Awards  
 FA Required Documents  
 Satisfactory Academic Progress  
 General  
 Academics  
 Notifications  
 Grades  
 Tax Information  
 Tax Information

**Disclosure Agreement**

In compliance with FERPA, and the University's policy on access to student education records, the University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees, financial records (including scholarships, grants, work study, or loan amounts) and other student record information. This restriction applies but is not limited to your parents, your spouse, or a sponsor.

By clicking the box below, you authorize the University to disclose the information specified to your selected third party.

I authorize the institution to disclose my information to this party

Cancel Save

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You can give authorization to multiple people as long as you have their different email addresses.

View/Add Proxy Access

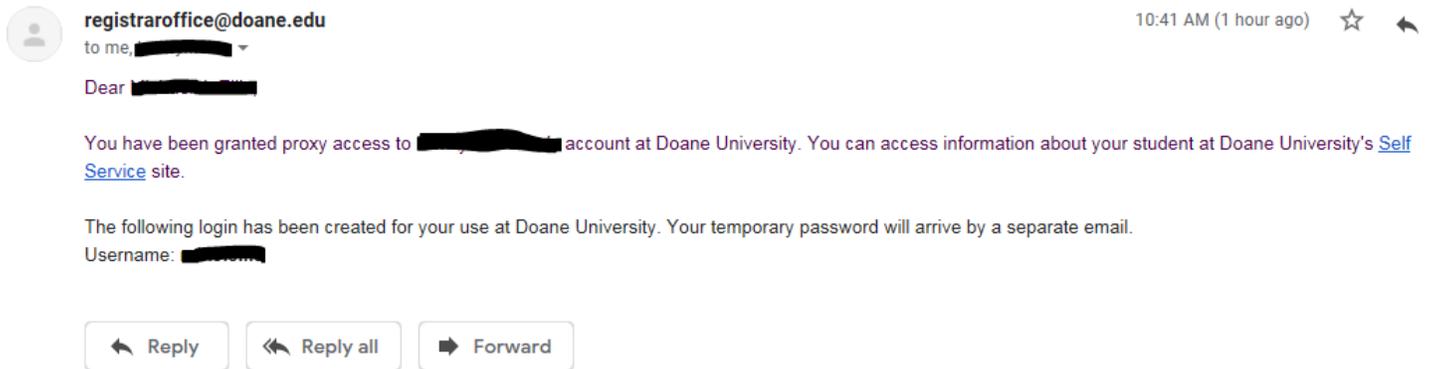
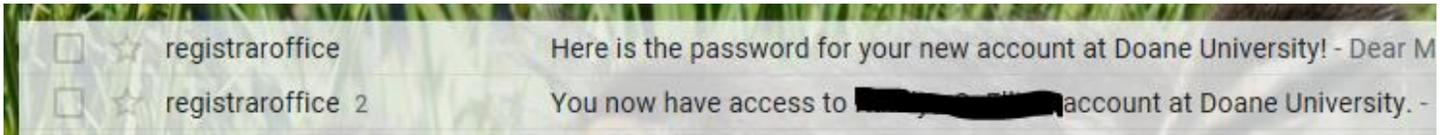
**i** Proxy access should be periodically reviewed by the grantor.

Active Proxies

Name	Proxy Access	Relationship	Effective Date	
[Redacted]	Student Finance, Financial Aid, General, Academics, Tax Information	Parent	8/5/2019	
[Redacted]	Student Finance, Financial Aid, General, Academics, Tax Information	Parent	8/1/2019	

Add a Proxy

Individuals you've given access too will receive two emails, to the email on file, or that you entered. The first email will give them a username (you'll receive a copy of this email too). The second email will give them a temporary password that they will need to reset upon logging in for the first time. This email comes from the [registraroffice@doane.edu](mailto:registraroffice@doane.edu). If they don't receive it, and you've verified the email is correct, have them check their spam folder.



If we don't have a correct email address, or an email address has changed since you applied, please email the [registraroffice@doane.edu](mailto:registraroffice@doane.edu) with the correct email for the person you want to give Proxy access to, prior to giving the person proxy access (otherwise their login information will be sent to the wrong email).

If an individual already has a Doane WebAdvisor account (current or former student or employee) their account won't change, nor their old password. If they don't remember an old password, they can reset it at [doane.edu/myaccount](https://doane.edu/myaccount).

If the new Proxy user has any issues with their login or password they can contact the helpdesk.

Please note this Proxy process is different than setting up alternate users to pay your student account in Nelnet. So you may have to give people access twice.

