How to Set Up Proxy Access

As a student, you have the right to protect your information. Proxy Access (sometimes called Guest Access) grants view-only access to your records. Students are not limited to only one proxy. A Proxy's email address is their username. You, the student, manage access (including proxy password resets).

Where to Start

1) Login to the Lander Portal (https://portal.lander.edu) with your Lander email address and password

2) At the bottom of the page, click "Discover More"

3) In the "Find Cards" search bar, type "Proxy". When the search populates, click "Proxy Access"

4) In the Proxy Access card, click "Proxy Access Setup". This will take you to the Proxy Management page

5) On this page, you can see all of the proxies you have added to your account. You can adjust their permissions and reset their passwords. To add a new proxy, click "Add new"

6) On the following page, fill out the information for the person you are granting proxy access to

7) In the Authorizations section, either check "Select All" to give the proxy access to all records, or select the individual pages you would like them to have access to

8) Once done, click "Submit" at the bottom of the page

Proxy Information ⓘ

Profile (Required)

First Name

> First Name

Last Name

> Last Name

This is the Name and Email address of the person you wish to designate as your proxy

An invitation will be sent to this email address when you click submit

E-Mail

> E-Mail Address

Verify E-Mail

> Verify E-Mail Address

Relationship ⓘ

> Select a Relationship ⌄

Make sure you select Parent/Guardian/Other

Start Date

> 08/31/2023 📅

Stop Date

> 08/30/2027 📅

To rescind proxy access, set the Stop Date to the current date

Additional Information

Description

> Description

Passphrase

> Passphrase

OPTIONAL:
Include a passphrase if you want your proxy to be able to call and check on your records. This passphrase must be communicated to your proxy

Authorizations (Required) ⓘ

☐ Select All

Copy Authorizations ⓘ

> Select a Person ⌄

- ☐ Academic Transcript
- ☐ Account Summary
- ☐ Award Package
- ☐ Award History
- ☐ Student Detail Schedule
- ☐ Week at Glance
- ☐ Financial Aid Status
- ☐ Student Holds
- ☐ Student Grades
- ☐ Student Profile
- ☐ College Financing Plan
- ☐ Financial Aid Dashboard
- ☐ Financial Aid Award History
- ☐ Financial Aid Award Offer
- ☐ Financial Aid Satisfactory Requirements
- ☐ Deposit Processing
- ☐ Account Detail by Term
- ☐ Account Information
- ☐ Account Summary
- ☐ Statement and Payment History

Check this box to select all authorizations, or select individual pages you would like your proxy to be able to access

You can also copy the access of another proxy

Click Submit when done. A temporary password and invitation will be sent in two separate emails

[Cancel] [Submit]