



TOWER Proxy

Student Instructions

TOWER Proxy Student Instructions

Introduction

TOWER Proxy replaces TOWER4Parent in providing on-line access to your academic information to your parents. TOWER Proxy places you, the student in control of the entire process and allows you to authorize anyone with a valid e-mail address on-line access to your academic information.

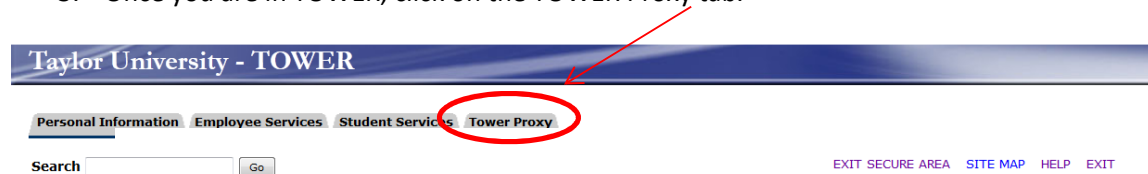
FERPA Notice!

You the student control who is designated as a proxy and what information the individual can see. Designating an individual proxy privileges will not be interpreted by Taylor University as providing a FERPA release allowing the university to share additional private student information. If you wish to grant permission to the university to share private information with an individual, such as a parent, a signed FERPA release must be on file in the Registrar's Office.

Creating a proxy

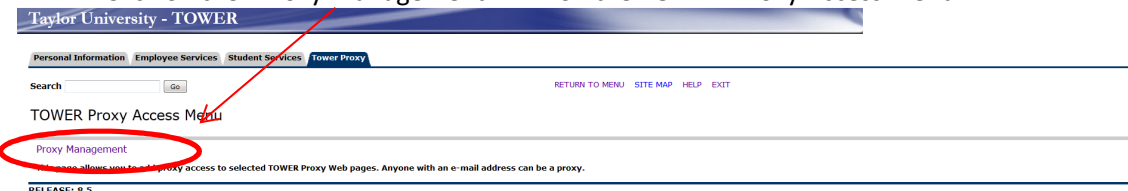
To provide an individual electronic access to your academic information, you must first create a proxy account.

1. Log into my.taylor.edu
2. Click on the TOWER link in my.taylor.edu
3. Once you are in TOWER, click on the TOWER Proxy tab.

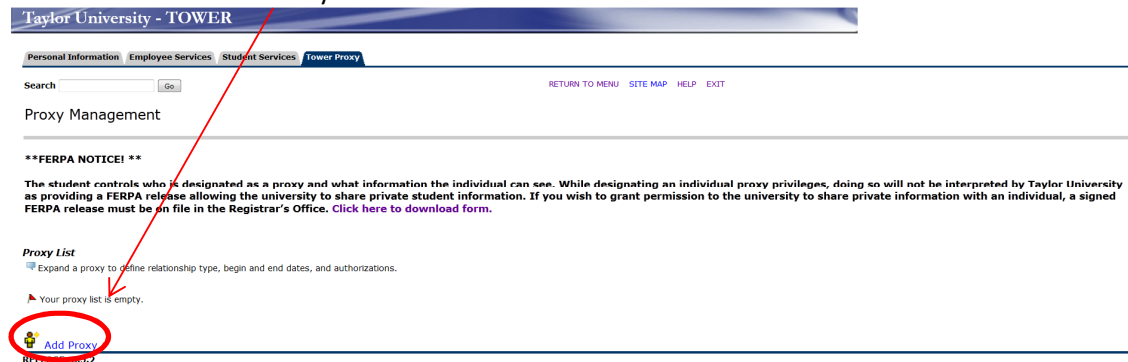


Main Menu

4. Click on the "Proxy Management" link on the TOWER Proxy Access menu



5. Click on "Add Proxy" link.



- There are two ways you can add a proxy. You can choose from a list of individuals already connected to you in the system or enter the appropriate information to create a new relationship.

Personal Information Employee Services Student Services **Tower Proxy**

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Proxy Management

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Proxy List

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

Your proxy list is empty.

Add a Proxy

Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.

* Indicates a required field.

First Name*

Last Name*

E-mail Address*

Verify E-mail Address*

Or add a proxy from the list below.

Add Dad Taylor dadtaylor@my.email.com

Add Mom Taylor momtaylor@my.email.com

RELEASE: 6.5.2

- After adding the proxy you need to select the relationship role and enter a description for the individual. This MUST be done first. Presently the only relationship available is Parent or Legal Guardian.

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Proxy List

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

Collapse Edwin Welch edwelch@taylor.edu

Profile **Authorization** History Communication

Proxy Profile

Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship type. The description field is your personal note about this proxy (dad, mom, soccer coach, company name). Currently the passphrase function is not utilized by the university. You can control the start and end dates for proxy access below.

* Indicates a required field.

Relationship*

Description

Start Date (MM/DD/YYYY)*

Stop Date (MM/DD/YYYY)*

Your proxy has not verified their email address.

- Click on the "Authorization" tab and select the information you wish the individual to access.

9. Click on the box to grant access to an area of information. You do not need to save the information, just check the box.

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Proxy List

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

Collapse Dad Taylor dadtaylor@my.email.com

Profile	Authorization	History	Communication
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Page Authorization

Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view and/or update these pages when they log in.

Special authorization tab information text dealing with parents.

Proxy access for parents

- View student weekly schedule
- View midterm grades
- View student final grades
- View holds on student account
- View student transcript
- Tuition Tax information for filing tax return (1098-T)

10. You have completed the necessary steps to create a proxy account for your parent or guardian.
11. The individual will receive an e-mail notifying them that the account has been created the e-mail will provide them with a user name (their e-mail address) and a temporary PIN/Password. A link will be provided for them to complete the registration/authentication process and reset the temporary PIN.
12. After completing the authentication process (via the e-mail link sent to the individual), the individual will be able to log on and view the information for which you authorized. The link to use after authentication is: <https://services.taylor.edu/pls/tower/bwgtkprxy.P> ProxyLogin.

Questions regarding TOWER Proxy may be directed to TOWERProxy@taylor.edu or by calling Client & Media Services at 765-998-4040.