

# RANGER PORTAL: STUDENT RECORD “PROXY” ACCESS

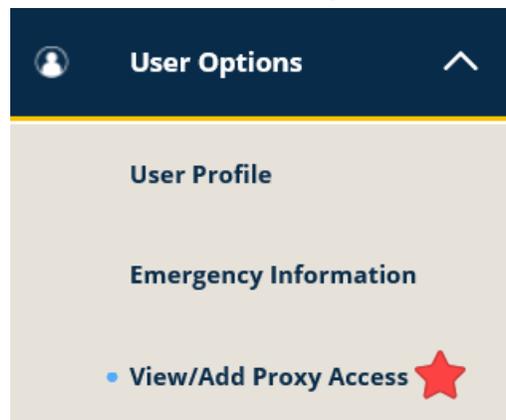
Proxy access allows Regis University students to grant access to family members or certain third-parties. The “proxy” can view select account information through the Ranger Portal, or speak directly with specific departments regarding the student and their record.

## Navigating through Ranger Portal

- Go to <https://rangerportal.regis.edu>
- From the Ranger Portal home page, select the “User Options” tab on the left-hand side of the page:



- Under “User Options,” select “View/Add Proxy Access”

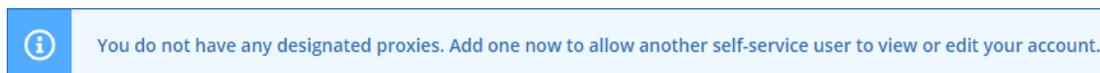


## • Proxy Access

We recommend taking the time to familiarize yourself with the information boxes on this page, as they will explain more about FERPA regulations and Proxy access.

### • “Active Proxies”

- If you do not have an active Proxy, you will see the following message:



- Active proxies will be listed by name:

Name	Proxy Access	Relationship	Effective Date	
Mr. [Redacted]	Student Finance, Financial Aid, General, Academics, Tax Information	Sibling	6/2/2020	
[Redacted]	General	Org Contact	6/2/2020	

## • Add a Proxy

- After the student establishes a Proxy account, the Proxy user will receive email instructions on how to access the Ranger Portal for Proxy Access (see “Emails” section).
- To add a proxy, you can select from the dropdown:

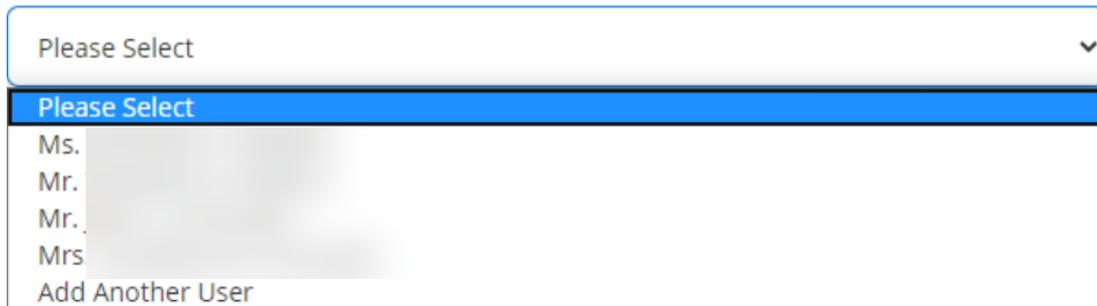
Select a Proxy

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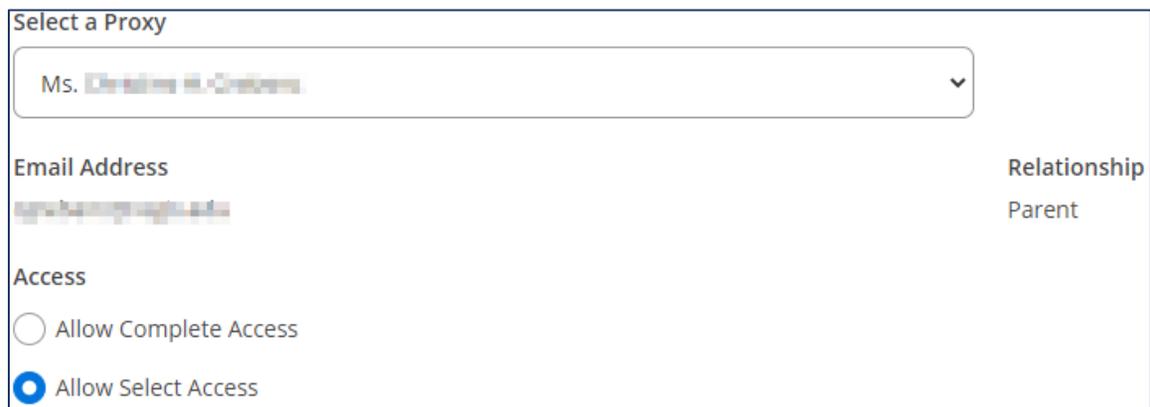
- You may see a pre-populated list of proxies already associated with your account, either by your disclosure or disclosure on a related application. You also have the opportunity to grant access to a new user who is not specified on this list:

Select a Proxy

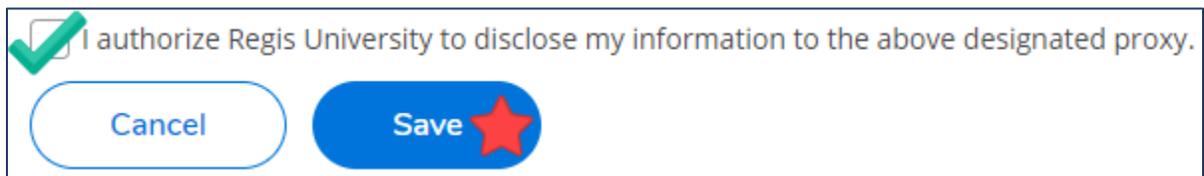


- Granting Access to Existing Proxies**

- Select the desired proxy from the dropdown.
  - Confirm the proxy’s email and their relationship to you are correctly listed.



- At this time, you may grant this proxy complete access or select access (see “**Granting Access**” section).
- Be sure to thoroughly read the Disclosure Agreement.** If you agree, select the box and “Save.”



- You and your newly-designated proxy will receive an email notifying you that the permissions have changed (see “**Emails**” section).
- This person will now be listed as an “Active Proxy” on the “User Options” page.

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- **Granting Access to New Proxies**

- Select “Add another user” from the “Select a Proxy” dropdown

Select a Proxy

Please Select

Please Select

Ms.

Mr.

Mr.

Mrs

Add Another User ★

- You will have the option to enter the proxy’s prefix, middle name, suffix, phone number, and gender, but *must* enter the proxy’s **first and last name**, their desired **email address**, and their **relationship to you**:

Relationship \*

Please Select

Please Select

Sibling

Chld/Prnt

Parent

Org Contact

Guardian

Spouse

Grandparent

- Again, you will be able to grant complete or select access (see “**Granting Access**” section).
- **Be sure to thoroughly read the Disclosure Agreement.** If you agree, select the box and “Save.”
- You and your newly-designated proxy will receive an email notifying you that the permissions have changed. Your proxy will receive two separate emails; one containing their Ranger Portal Username, and one containing their Ranger Portal temporary password (see “**Emails**” section).
- Your proxy will now be listed as an “Active Proxy” on the “User Options” page.

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- Granting Access**

- You are able to select which type of information your proxy can access:
    - If you choose to allow select access, you will have the option to select from the following access:

<input checked="" type="checkbox"/> <b>Student Finance</b> ⓘ	Select the section header to allow access to all items in this section, or select individually to limit specific access	<input type="checkbox"/> <b>Financial Aid</b> ⓘ
<input checked="" type="checkbox"/> Account Activity		<input type="checkbox"/> Financial Aid Home
<input checked="" type="checkbox"/> Account Summary		<input type="checkbox"/> My Awards
<input checked="" type="checkbox"/> Make a Payment		<input type="checkbox"/> FA Required Documents
<input type="checkbox"/> <b>General</b> ⓘ		<input type="checkbox"/> Satisfactory Academic Progress
<input type="checkbox"/> Notifications		<input type="checkbox"/> College Financing Plan
<input type="checkbox"/> <b>Tax Information</b> ⓘ		<input type="checkbox"/> <b>Academics</b> ⓘ
<input type="checkbox"/> Tax Information		<input type="checkbox"/> Grades

- If you choose to allow complete access, all items will be selected automatically.

- Modifying/Removing Access**

- From the “User Options” main menu, under “Active Proxies,” you will see your proxy listed. Select the pencil to the right of their name:

Active Proxies

Name	Proxy Access	Relationship	Effective Date	
Mr. [Name]	Student Finance, Financial Aid, General, Academics, Tax Information	Sibling	6/2/2020	

- You will see the option to modify or remove access:

**Access**

Allow Complete Access  
 Allow Select Access  
 Remove All Access

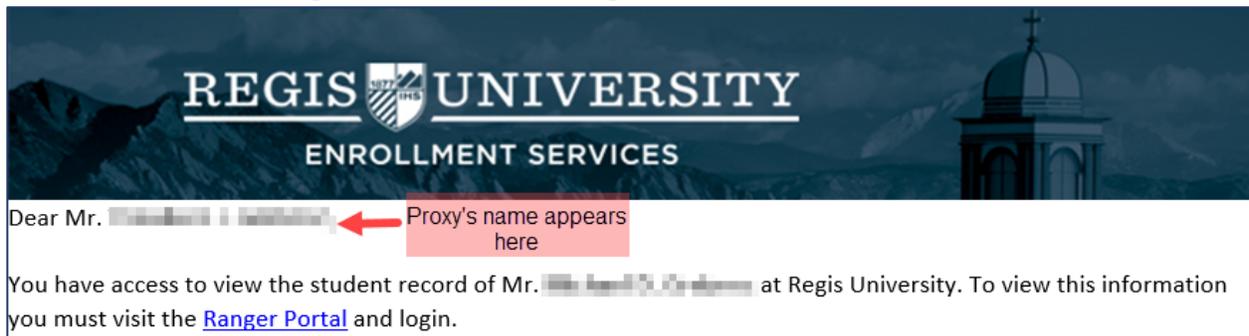
- Be sure to save once modifications are complete**

Save

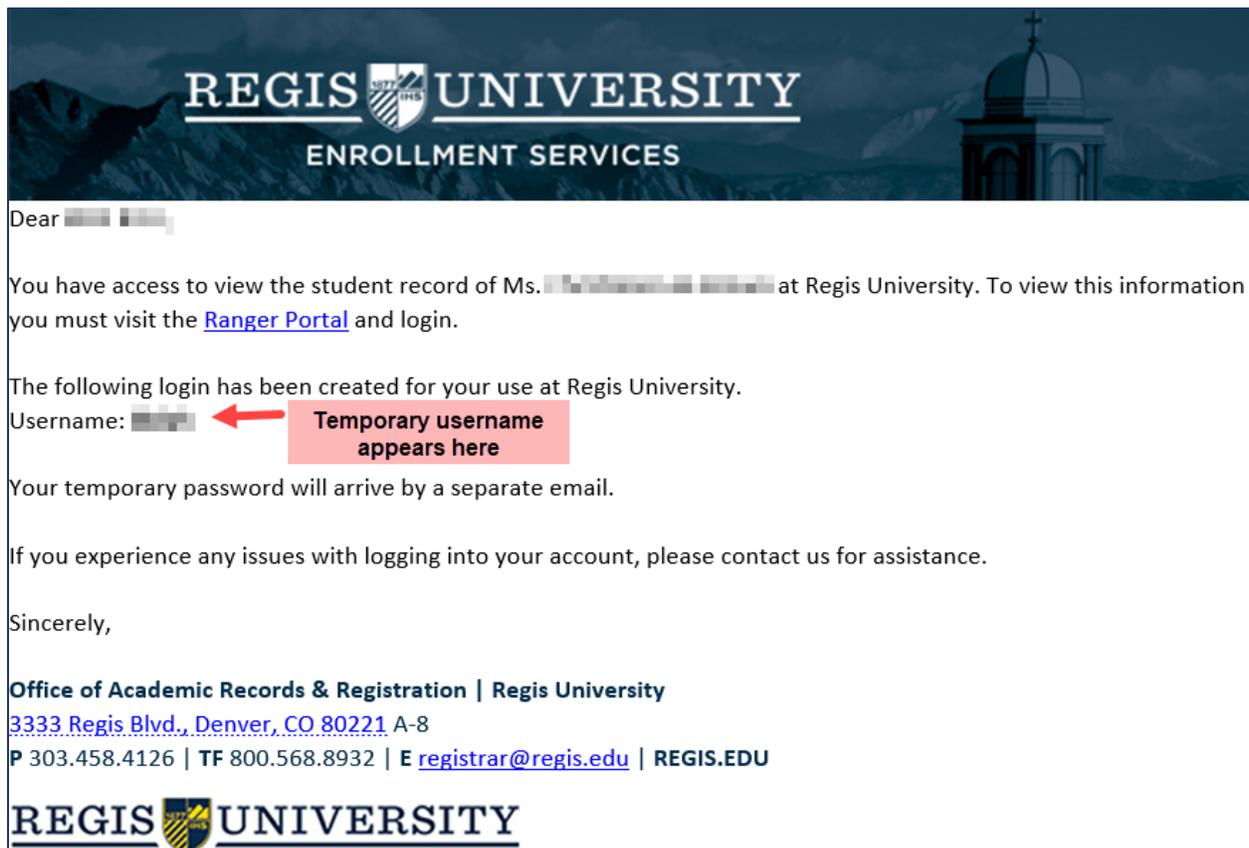
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- **Emails**

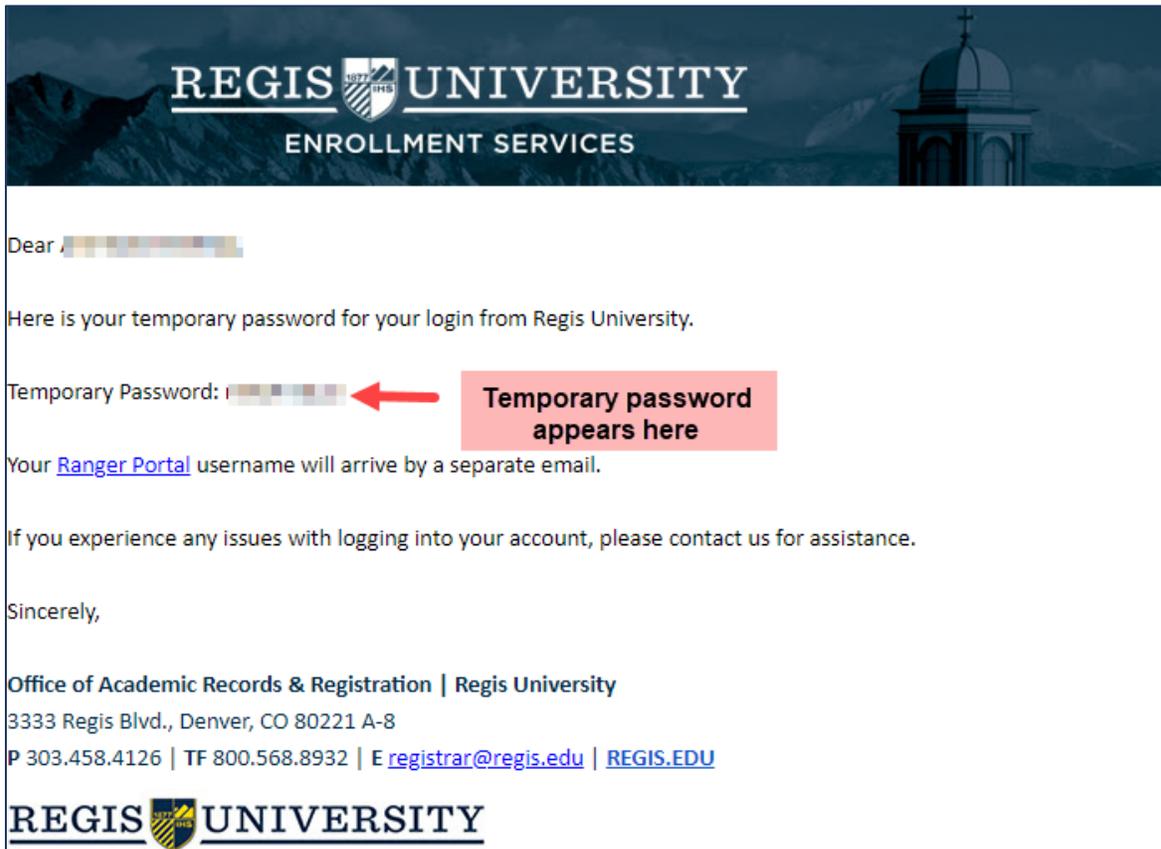
- Each time access is granted, modified, or removed, both you (the student) and your designated proxy will receive an automated email:
- If you are adding a proxy who already exists in Ranger Portal, both students and proxies will receive the following email when access is **granted**:



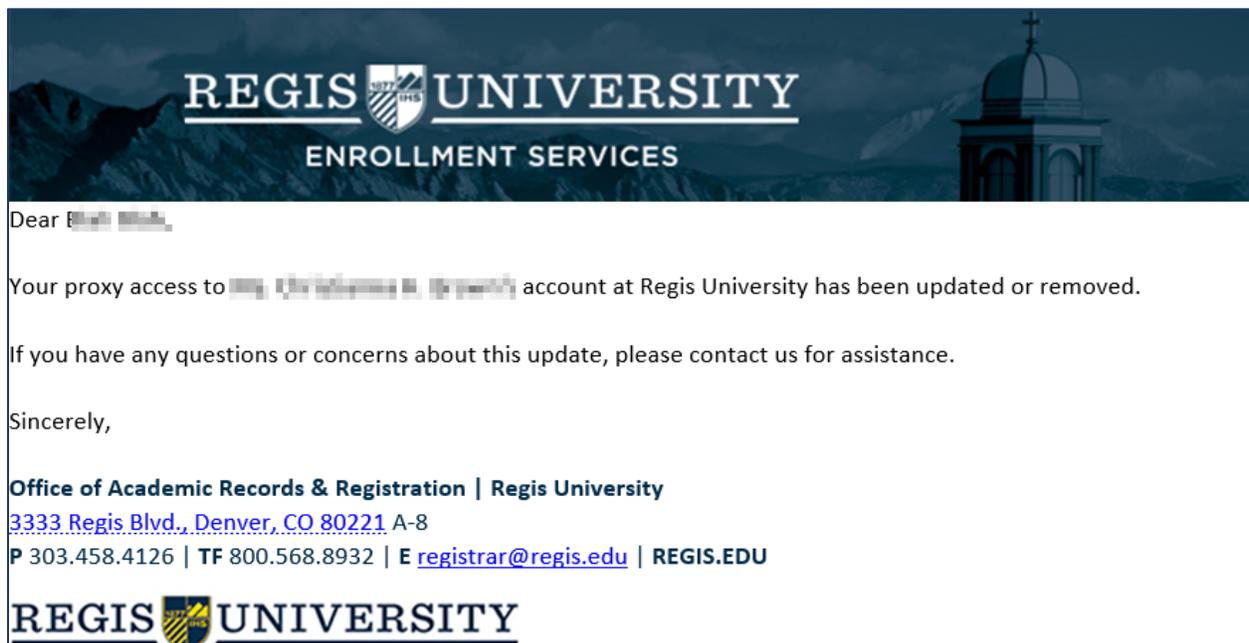
- If you are adding a new proxy who does not yet exist in Ranger Portal, they will additionally receive **two separate emails** containing their username and temporary password:



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- Students and proxies will receive the following email when access is **modified** or **removed**:



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- **Helpful Hints!**

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- It can take approximately one business day for a username and temporary password to be generated and emailed to new proxies.