

## How to Claim Proxy Access

By default, students' records are not shared. Proxy Access (sometimes called Guest Access) allows students to grant view-only access to common student records. Student proxies may be parents, guardians, spouses, partners, etc.; anyone who the student wishes to grant access. Access is managed by the student in the Lander Portal.

Using Proxy Access, students can grant view-only access to the following:

- Academic Transcript
- Account Summary
- Financial Aid History
- Financial Aid Award Package
- Financial Aid Status
- Student Grades (final grades only)
- Student Holds
- Student Profile
- Student Schedule - Detail
- Student Schedule - Week at a Glance

Once your student has granted you proxy access, two emails will be sent to the email address they used to set up your access. One email will contain a temporary, single-use password that you will need to claim your access. The other will contain the URL that you will use to login with your temporary password. Your username will be your email address.

### Subsequent Logins

You can find a link to the Proxy Access Portal on the Registrar's webpage (<https://www.lander.edu/academics/registrars-office/>). Login using the email address your student provided as your username, and the password you set. Afterward, you will receive a one-time passcode sent to your email. Enter this code on the following screen and click 'Submit'."

Note: If you want to bookmark a page for logging in, the Registrar's page is the best page to bookmark, as it is not likely to move.

### Password/Account Resets

If you change email addresses or forget your password, contact your student. Only the student can reset password or change the email address associated with your access. When your student resets your password or changes your email address, you will receive a new temporary, single-use

