FERPA usage instructions

What is FERPA?
Ferpa stands for the Family Education Rights and Privacy Act, get more information [here](#).

What is a Proxy?
A proxy is anyone that you deem should have access to your scholastic records.

Where do I manage my proxy setting?
Proxies are managed on the FERPA Management tab in BANNER Student Online Services.

How do I assign someone as a proxy?
In BANNER Student Online Services, Using the PROXY access menu (additional info below).

How do I remove a proxy?
In BANNER Student Online Services, using the PROXY Access menu (additional info below).

How long are proxies good for?
All proxies expire at the end of the Summer Semester. You will need to reapply the privileges to the proxy if they are to be maintained after such time.

What is my Proxy’s Username?
The Proxy’s username is the Email Address given to the individual.

Missing emails?
Email settings may send the emails sent from this process to the SPAM or Junk Folders.

How do I advance my Proxy from year to Year?
The start and end dates that are used to grant a Proxy access must fall between June 1, and May 31 of a given academic year. Setting the start date prior to June 1 will cause the system to update the end date to May 31 of that academic year that night. Example: For fall 2016 to spring 2017 the start and end date must fall between June 1, 2016 and May 31, 2017.

Additional questions, please contact the Dean of Students
Phone: (315)866-0300 xt 8276
E-mail: [dean_of_students@HERKIMER.EDU](mailto:dean_of_students@HERKIMER.EDU)

Additional Information provided in this document:
Navigating to “FERPA Management”
Assign a new proxy
Updating proxy privileges
Updating proxy authorization
Resting proxy’s pin
Removing a proxy
Navigating to FERPA Management

Sign into MyHerkimer

Using the Student Online Services link, sign into Student Online Services.

To get into the PROXY menu, click the last tab on the tab bar “FERPA Management”.

This will bring you to the Proxy Access Menu

Please note, the term 'Action PIN' refers to your FERPA Password.
Assign a new proxy
Sign into MyHerkimer

Using the Student Online Services link, sign into Student Online Services.

To get into the PROXY menu, click the last tab on the tab bar “FERPA Management”.

This will bring you to the Proxy Access Menu

Click on Proxy Management to bring up the Add\Edit options.

Proxy Management

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

Expand Andrew Allen  al[redacted]edu  12 pages

Add Proxy

If a Proxy already exists, they will be listed with their name and the number of accesses granted.

To Add a New Proxy click on the Add Proxy option

In the newly presented boxes:
- Enter the First Name of the individual who will be the Proxy
- Enter the Last Name of the individual who will be the Proxy
- Enter the Email address that will be associated with the Proxy, then verify the entry.

Click the Add Proxy button will:
- Verify the information was entered correctly.

If the information is verified, the entity will be added to the list of Proxies.
At this point the Proxy will receive an email that outlines who made them a proxy, and the Action Password\Pin to sign into the system.

When the entry is completed the proxy will receive an email. This email will outline who made them a proxy, along with an email that contains their action password that will allow them to log into the system.
**Updating Proxy Privileges**

Sign into **MyHerkimer**

Using the Student Online Services link, sign into Student Online Services.

To get into the PROXY menu, click the last tab on the tab bar “FERPA Management”.

This will bring you to the Proxy Access Menu

Click on Proxy Management to bring up the Proxy Management menu.

On the Proxy Management Menu, select the Proxy you want to update.

You will need to select a relationship for the person; Each time the relationship field is updated the Proxy will receive an email Showing the new relationship selected.
The description is optional and is for personal use. It is a way for the student to note the relationship of the proxy. (Ex: Mother, Father).

The Passphrase is used by the proxy when speaking to the college.
   Note: The passphrase is not sent automatically. The student needs to click on Send Passphrase.

The start and end dates note the time period in which the Proxy will have access to your information.
Note: All relationships are removed at the end of the next spring term, regardless of the end date.
**Updating Proxy Authorization**

Sign into [MyHerkimer](https://www.mychester.edu)

Using the Student Online Services link, sign into Student Online Services.

To get into the PROXY menu, click the last tab on the tab bar “FERPA Management”.

This will bring you to the Proxy Access Menu

Click on Proxy Management to bring up the Proxy Management menu.

On the Proxy Management Menu, select the Proxy you want to update.

There are four options to choose from

- **Profile** - update relationship and passphrases
- **Authorization** - Determine access
- **History** - Show changes
- **Communication** - Email communication history
**Resting Proxy's Pin**

Sign into [MyHerkimer](https://myherkimer.herkimer.edu)

Using the Student Online Services link, sign into Student Online Services.

To get into the PROXY menu, click the last tab on the tab bar “FERPA Management”.

This will bring you to the Proxy Access Menu

Click on Proxy Management to bring up the Proxy Management menu.

On the Proxy Management Menu, select the Proxy you want to update.

Click reset the proxy’s pin to send a new system generated password to the proxy.
Removing a Proxy

Sign into MyHerkimer

Using the Student Online Services link, sign into Student Online Services.

To get into the PROXY menu, click the last tab on the tab bar “FERPA Management”.

This will bring you to the Proxy Access Menu

Click on Proxy Management to bring up the Proxy Management menu.

On the Proxy Management Menu, select the Proxy you want to update.
Click Delete Proxy Relationship.

Before removing the Proxy, the system will verify the request

Are you sure you want to delete this Proxy relationship?

Clicking OK will delete the proxy from the account.

Clicking Cancel will close the window without performing any action.