Proxy Access: Step by Step Instructions for Students

**Step 1:** Go to Murphy Online, and click the purple login link

![Login to the Murphy Online secured area](image)

**Step 2:** Enter your username and password and click “Login”

![Murphy Online Login](image)
Step 3: Scroll down and click on the Proxy Access link:

Step 4: Select Proxy Management to add or manage a proxy:

Please note: if you select Proxy Access Information and FAQ you will be transferred to www.stthomas.edu/proxy and leave Murphy Online.
**Step 5:** To add a Proxy, Click “Add Proxy”

Proxy Management

**Proxy List**
Welcome to the UST Murphy Online proxy access system.

**FERPA Acknowledgement**
Student Records are confidential and protected under the Family Educational Rights and Privacy Act (FERPA). FERPA protects the privacy of your educational records; and as the student, you have the right to have some control over the disclosure of personally identifiable information contained in your educational records. It is your decision whether or not to grant proxy access.

**Proxy List**
Below are your current proxies. "Expand" a proxy to grant and/or modify access; select "Add Proxy" to create a new proxy relationship.

- Your proxy list is empty.

Add Proxy

**Step 6:** When Adding a Proxy, fill in the required fields, then click “Add Proxy”

Proxy Management

**Proxy List**
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**Proxy List**
Below are your current proxies. "Expand" a proxy to grant and/or modify access; select "Add Proxy" to create a new proxy relationship.

- Your proxy list is empty.

Add a Proxy

- Add a new proxy by filling in the form below and clicking “Add Proxy”.

- * indicates a required field.

  - First Name*
  - Last Name*
  - E-mail Address*
  - Verify E-mail Address*

Add Proxy
Step 7: Next, expand the Proxy by clicking the yellow arrow next to the Proxy’s name

Proxy Management

- A new proxy has been successfully added.

Proxy List
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Proxy List
Below are your current proxies. “Expand” a proxy to grant and/or modify access; select “Add Proxy” to create a new proxy relationship.

Expand Proxy Parent  regproxyaccess@stthomas.edu  0 pages
Add Proxy

Step 8: Once expanded, you will need to define the relationship as Proxy, enter your passphrase*, and set the start and stop dates*.

Proxy Profile
The Description field is your personal note about this proxy (dad, mom, soccer coach, company name).

The Passphrase will be used to verify FERPA identity for phone calls or other off-line queries by this proxy. To notify your proxy of the passphrase, click E-Mail Passphrase below.

To disable a proxy account, change the Stop Date or remove all authorizations (by going to the Authorization tab above).

* - indicates a required field.

Relationship
Select a relationship
Description
Passphrase

Start Date (MM/DD/YYYY) 01/27/2015
Stop Date (MM/DD/YYYY) 01/26/2015

E-mail Passphrase
Reset PIN
Delete Proxy Relationship

Your proxy has not verified their email address.

The proxy PIN is disabled.

* A passphrase is a unique code word or phrase that is assigned by a student to each Proxy they set up. The passphrase is required when a Proxy calls to obtain information about their student. University administrators will need to confirm the passphrase prior to releasing authorized information about the student. This is done to protect the FERPA rights of the student.
+ Start and end dates define the time frame during which your Proxy will have access to the authorizations that you set (see step 9).
Step 9: You must now email your passphrase to your Proxy by clicking the "E-mail Passphrase" link:
**Step 10:** Next, select the “Authorization” tab. You can select any authorizations—the items you select, via checkbox, are the items to which your Proxy will have access. For a list of authorization definitions, please click here.

![Authorization Tab]

**Step 11:** Select the “Communication” tab. Here you will find a history of all communications you have sent to your Proxy.

![Communication Log]

Your information has been automatically saved and your Proxy is now established.