



Proxy Access

*View protected student
educational information,
securely and privately*

2025-2026

St. Thomas students can grant parents, guardians or other trusted individuals view-only access to parts of their FERPA-protected student record. These individuals are called proxies. Proxy access allows St. Thomas staff to speak with a proxy about the specific information the student has shared. Proxies can view records but can't make updates or request official documents on the student's behalf.

What Can Be Shared?

Financial Aid: dashboard, award offer, award history, notifications, resources, progress, College Financing Plans

Registrar Records: transcript, grades, holds, profile

Business Office: Direct deposit information, 1098-T form

For Students: How to Set Up Proxy Access

1. Log into the new Murphy Online. Click 'View All Cards'
2. On the Proxy Access card, click 'Proxy Management'.
3. To create a new proxy record, click 'Add New'.
Note: Each proxy must have a unique email address.
4. Enter your proxy's name, email address and relationship.
5. Adjust the start and stop dates, if needed.
6. Optional: Add any additional details.
7. Select which information you want your proxy to have access to then click 'Submit'.
8. You'll receive a confirmation message and email.

Scan for more detailed instructions >>



For Parents/Families: How to Log In as a Proxy

Once a student adds you as a proxy, you'll receive two emails:

- One with a temporary login link (single-use only)
 - One with a temporary access code
1. Click the temporary login link and enter your email.
 2. Enter the temporary access code and create a password.
 3. Log in: <https://banner.ampr.stthomas.edu/StudentSelfService/login/auth>
 4. Enter your username and password.

Note: You'll receive a one-time password (OTP) by email each time you log in.