

How can someone access my records?

- ❖ At PennWest, you have the option to create proxy accounts for any trusted individual you wish to have access to your student records.
- ❖ Those you give access to may set up an account for Proxy Access via my.pennwest.edu.
- ❖ Student records include tuition statements, financial aid award packages, grade, tax documents, and more.



Steps for YOU (student) to permit access:

1. Log in to my.pennwest.edu
 2. Click Student Self-Service
 3. Click the Waffle in the top left corner of the page.
 4. Click “Banner” then “Personal Information”
 5. Click “Proxy Access”
 6. Click “Add New.”
 7. Enter the first name, last name, and email address of the parent or guest you would like to allow for Proxy access.
 8. Use the “relationship” drop-down menu to select their relationship type (i.e., family member). Use the “description” box to write in this individual’s exact relationship to you (i.e., “mom”).
 9. Enter a “Passphrase” for this parent or guest. **The passphrase is a special word or phrase this individual will provide to faculty and staff when requesting to discuss your student records over the phone or in person.**
- *Note: Start and stop dates are set to 4 years, but you may modify start and stop dates to specify an exact timeframe for which a parent or guest has access to your record(s). You may remove access by deleting their portal account.*
10. Under “Authorizations,” check-mark boxes for the record items you authorize this parent or guest to have access to. You may select individual record items or all record items. **This will be the information they can view and/or discuss with PennWest.** Click “submit” when finished.
 11. On the finished screen with their name/account, click the blue pencil icon.
 12. Click “Email Passphrase” at the bottom. This will trigger the system to send an email notification to your parent or guest about accessing and registering their portal account.
 13. Log out of my.pennwest.edu. You may also repeat these steps to register additional individuals to have Proxy Access
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***To authorize a parent or guest to pay your bill, you must visit the “billing” tab in PennWest to add them as an “authorized user” for making credit card payments.**