



# 2026-2027 Proxy Access

Students can grant parents or others view-only access to select pages of their student records via the Proxy Management tab in Self-Service. They can also use the Proxy Management tab to provide consent for university officials to discuss all their education records with a proxy.

Students can create a new proxy from Self-Service by following these steps:

- Click on the **Proxy Management** tab.
- Click on the **Add New** link in the upper right.
- Enter the Proxy information, including name, personal email address, and select a Relationship from the drop-down list.
- Be sure to enter a **Passphrase**, which can be a code, word or group of words that you will share with your proxy. The passphrase will be used by your proxy to verify their identity with university officials over the phone. **Without a passphrase and student ID number, we cannot discuss student information over the phone.**
- Under the **Authorizations** section, check the boxes next to the items you wish to authorize for your proxy. Note that the first item in the list (University officials may discuss all education records ...) is different from the others – learn more about [authorizing your proxy to discuss student records with university officials](#). By checking “University officials may discuss all education records,” this will allow authorization to have discussions about financial aid. All other items in the authorizations list provide view-only access to specific pages within Self-Service.
- Click the **Submit** button at the bottom of the page to save your changes. You will be automatically returned to the main Proxy Management page and see a message indicating the proxy has been successfully created.
- Your proxy will receive an email message with information on how to activate their Proxy account. Until your proxy has followed the instructions in the email message and activated their account, they will display as inactive, and you may see notices indicating that their password is disabled or their email has not been verified.
- You can update your proxy relationship at any time.

## [Additional Proxy Access Information](#)

<https://registrar.okstate.edu/proxy-discuss-education-records.html>