

TOWER Proxy

Student Instructions

TOWER Proxy Student Instructions

Introduction

Taylor University's TOWER Proxy provides your parent or guardian on-line access to your academic information. TOWER Proxy gives you, the student, complete control of the process and allows you to authorize anyone with a valid e-mail address on-line access to your academic information.

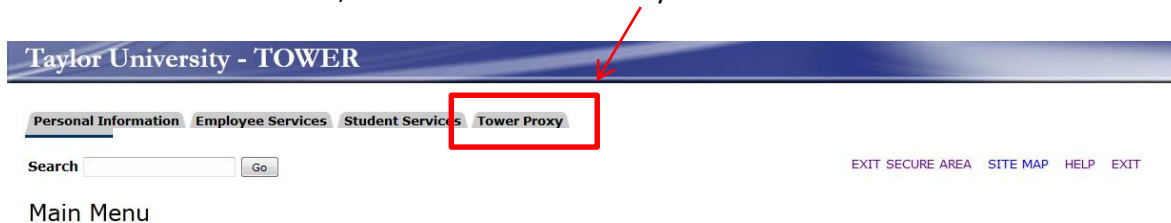
*** FERPA Notice ***

You the student control who is designated as a proxy. You also choose what information your proxy can access. Designating someone proxy privileges will not be interpreted by Taylor University as providing a FERPA release allowing the university to share additional private student information. If you wish to grant permission to the university to share private information with an individual, such as a parent, a signed FERPA release must be on file in the Registrar's Office.

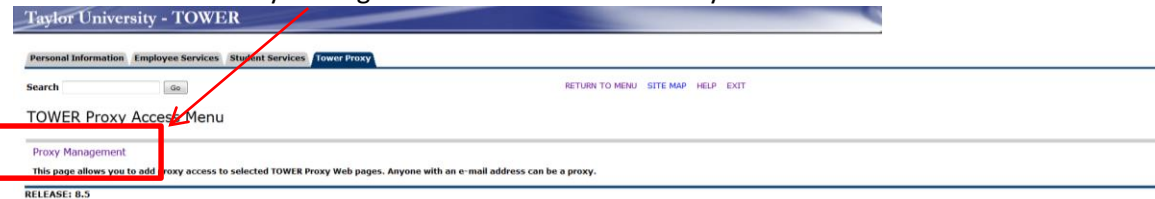
Creating a proxy

To provide someone on-line access to your academic information, you must first create a proxy account.

1. Log into myTAYLOR (<https://my.taylor.edu>)
2. Click on the TOWER link inside myTAYLOR (upper-right)
3. Once inside TOWER, move to the TOWER Proxy tab



4. Click on "Proxy Management " on the TOWER Proxy Access menu



5. Click on "Add Proxy"



6. There are two ways you can add a proxy. You can chose from a list of previously created proxies or enter the appropriate information to create a new proxy.

The screenshot shows the 'Tower Proxy' section of the Taylor University Tower system. At the top, there are tabs for 'Personal Information', 'Employee Services', 'Student Services', and 'Tower Proxy'. Below the tabs is a search bar and navigation links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Proxy Management'. A red box highlights the 'Add a Proxy' section, which includes a form with fields for 'First Name', 'Last Name', 'E-mail Address', and 'Verify E-mail Address'. Below the form is an 'Add Proxy' button. Another red box highlights a list of existing proxies, with one entry 'Add Dad Taylor dadtaylor@my.email.com' selected. A red arrow points from the 'Add a Proxy' section to the 'Add Dad Taylor' entry in the list.

7. After adding a proxy, select the relationship role (Parent or Legal Guardian), and enter a description for the individual. This MUST be done first.

The screenshot shows the 'Proxy Management' page with the 'Proxy List' section. A red box highlights the 'Add Dad Taylor dadtaylor@my.email.com' entry in the list. A red arrow points from this entry to the 'Proxy Profile' tab. The 'Proxy Profile' tab is active, showing a form for 'Select a relationship' and 'Description'. A red box highlights the 'Select a relationship' dropdown menu. Below the dropdown is a 'Description' field. There are also fields for 'Start Date' and 'Stop Date'. A red arrow points from the 'Add Dad Taylor' entry in the list to the 'Select a relationship' dropdown menu.

8. Move to the "Authorization" tab, and select the information you wish the individual to access. Click on a box to grant access to that area of information. You do not need to Save; just check the box.

The screenshot shows the 'Proxy Management' page with the 'Authorization' tab active. A red box highlights the 'Authorization' tab. Below the tab is a section titled 'Page Authorization' with a list of checkboxes for granting access to various information. A red box highlights the 'Proxy access for parents' section, which includes checkboxes for 'View student weekly schedule', 'View midterm grades', 'View student final grades', 'View holds on student account', 'View student transcript', and 'Tuition Tax Information for filing tax return (1098-T)'. A red arrow points from the 'Add Dad Taylor' entry in the list to the 'Proxy access for parents' section.

You have completed the necessary steps to create a proxy account for your parent or guardian. Your proxy will receive an e-mail notifying them that the account has been created. The e-mail will provide them with a user name (their e-mail address) and a temporary PIN/Password as well as a link for them to complete the registration/authentication process and reset the temporary PIN.

After completing the authentication process (by clicking the e-mail link sent to your proxy), your proxy will be able to log on and view only the information you authorized. The link your proxy should use after authentication is:

https://services.taylor.edu/pls/tower/bwgkprxy.P_ProxyLogin.

Questions regarding TOWER Proxy may be directed to TOWERProxy@taylor.edu or by contacting Client Services at <http://4040.taylor.edu/contactcs.html>.