Need to give Parent or Third Party access to your account?

*Follow these 5 simple steps to provide FERPA/Proxy access to your account:*

1. Log into your student ASAP account
2. Under the FERPA/Proxy tab, add FERPA/Proxy user *(this will be the users information)*
3. Expand FERPA/Proxy user to then select **TYPE** and create a **Security Phrase** *(used for authentication)*
4. Select appropriate check boxes under the Authorization tab
5. Email Authorizations to your selected FERPA/Proxy

*Helpful Hints:* Each FERPA/Proxy user assigned must have their own **unique** email address.