

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.