

About FERPA Proxy

The Family Educational Rights and Privacy Act (FERPA) protects students' records. FERPA Proxy is a tool that allows students to give access to individuals (parents, significant others, case managers, ect...) using their personal email to set up their account. Students have the options to set a time window to allow access and customize access to include or exclude financial aid information, tax information, class schedule, class history, holds, & grades. Salt Lake Community College can only release information to students directly, FERPA Proxy is a tool that allows students the freedom to give access to information.

Step 1: Log into your MySLCC page and find the "Student Forms" card. Click on "Create FERPA Proxy".

Student Forms



Find student forms for enrollment, financial aid, graduation, residency, transcripts and more

[Student Forms](#)

[Incomplete Grade Contract Form](#)


[Academic Renewal Petition Form](#)

[Create a FERPA Proxy](#)

Step 2: This is your dashboard. Once you create a FERPA Proxy profile, you can manage the access here. Click on "Add new" in the right-hand corner.

Proxy Management

[+ Add New](#)

 There are no proxies available for you to view. Click Add New to add a proxy.

Step 3: Set up your Proxy profile. You will enter your Proxy's first name, last name, personal email, and your relationship to them. You can give access within a window of time.

Proxy Information

Profile *(Required)*

First Name

Mom

Last Name

Dad


E-Mail

registration@slcc.edu


Verify E-Mail

registration@slcc.edu


Relationship 

Parent or Legal Guardian 

Start Date

05/24/2024 

Stop Date

11/20/2024 

Step 3.1: Do not worry about the "Additional Information". You do not need to fill this in.

Additional Information

Description

Description

Passphrase

Passphrase

Authorizations (Required) ?

Select All

- Academic Transcript
- Student Billing Account - Additional steps required. Please visit <https://www.slcc.edu/bursar/index.aspx>
- Award Package
- Award History
- Week at Glance
- Financial Aid Status
- Student Holds
- Tax Notification 1098T
- Student Profile - View Schedule, Test Scores, GPA, etc.
- College Financing Plan
- Financial Aid Dashboard
- Financial Aid Award History
- Financial Aid Award Offer
- Financial Aid Notifications
- Financial Aid Resources
- Financial Aid Satisfactory Requirements
- Account Detail by Term
- Statement and Payment History
- Deposit Processing
- Account Summary

Copy Authorizations ?

Select a Person ▼

Step 3.2: This is the list of access you can give to your FERPA Proxy. You can “Select All” or only give permission for specific information. You can always come back and edit this list.

Once you have a FERPA Proxy profile created, if you create a new profile, you can copy the access from one Proxy to another by selecting a Proxy from the “Copy Authorizations” drop-down menu.

Once you have completed this page, select “Submit”.

Cancel

Submit

Your Proxy will receive 4 emails (and you will receive copies of each). These emails will give a temporary password, a link to set up their profile, and a final email with a link that we recommend saving. Any time you make edits to access or remove a Proxy, you and your proxy will receive an email detailing the change. You can find examples of the emails in the following pages.

Email #1

From: jeremiah.borrowman@slcc.edu
To: [Registration](#)
Subject: New proxy confirmation
Date: Friday, May 24, 2024 10:26:12 AM

To: Mom Dad (registration@slcc.edu)

This is FERPA proxy Email #1 and contains a temporary password. The link in FERPA proxy email #2 will allow you to create an account. For security, the link and password are sent separately.

Sam the Student has added as a Family Educational Rights and Privacy Act (FERPA) proxy at Salt Lake Community College (SLCC).

They have chosen to give you access to their protected and confidential student information, please remember to keep it confidential. Your initial temporary password is L5HIIUNM .

You can learn more about FERPA, by visiting: <https://www.slcc.edu/registrar/ferpa.aspx>.

Email #2

From: jeremiah.borrowman@slcc.edu
To: [Registration](#)
Subject: New proxy identity
Date: Friday, May 24, 2024 10:26:12 AM

To: Mom Dad (registration@slcc.edu)

This is FERPA proxy email #2. This email contains the link to set up your account.

FERPA proxy email #1 includes the required temporary password.

[https://lbforms.slcc.edu:8005/StudentSelfService/ssb/proxy/proxyAction?
p_token=QUFBWXR2QUFiQUFQMVZ1QUFx](https://lbforms.slcc.edu:8005/StudentSelfService/ssb/proxy/proxyAction?p_token=QUFBWXR2QUFiQUFQMVZ1QUFx)

If you feel you have received this message in error, please forward to jeremiah.borrowman@slcc.edu

Email #3

From: jeremiah.borrowman@slcc.edu
To: [Registration](#)
Subject: New proxy relationship
Date: Friday, May 24, 2024 10:26:13 AM

To: Mom Dad (registration@slcc.edu)

This is FERPA proxy email #3 and contains the link to access Sam the Student's protected information. At this point used the password from email #1 and the link from email #2 to create a permanent password and set up your proxy account. Your user name is your email address. Save this email address. This is the link you will use for future access:

<https://lbforms.slcc.edu:8005/StudentSelfService/login/auth>

Hopefully you have already established your credentials and confirmed that your profile data is up to date. The next step is for Sam the Student to authorize pages for your use. Contact Sam the student at registration@slcc.edu and ask them to send you a list of current authorizations. If you feel you have received this message in error, please forward to jeremiah.borrowman@slcc.edu

Email #4

From: jeremiah.borrowman@slcc.edu
To: [Registration](#)
Subject: Updated proxy relationship
Date: Friday, May 24, 2024 10:26:14 AM

To: Mom Dad (registration@slcc.edu)

This is FERPA proxy email #4 and contains the link to access Sam the Student's protected information. At this point you used the password from email #1 and the link from email #2 to create a permanent password and set up your proxy account. Your user name is your email address. Save this link, as it is the link you will use for all future access:
<https://lbforms.slcc.edu:8005/StudentSelfService/login/auth>

If you feel you have received this message in error, please forward to jeremiah.borrowman@slcc.edu

Removal Email

From: jeremiah.borrowman@slcc.edu
To: [Registration](#)
Subject: Delete proxy relationship
Date: Friday, May 24, 2024 10:55:29 AM

To: Mom Dad (registration@slcc.edu)

Sam the Student has deleted registration@slcc.edu as a All other types proxy in their school's Banner Web Proxy Access system.

You will no longer have access to the Proxy Access pages using the school's Banner Web.

If you feel you have received this message in error, please forward to

jeremiah.borrowman@slcc.edu