

Xavier Proxy Access- Parent Quick Tips

****Already activated your account? Go to [Proxy Login](#)****

Still need to activate? See the steps below.

Activating Your Proxy Account

1. Ask your student to complete steps 1-5e “Assigning a Proxy”, if they have not already.
2. Check your email for “Proxy Access: Your Xavier Student's Online Information” (check your spam/junk folder if it is not in your inbox).
3. Follow the link. Enter the Action Password (found in the email), click “Submit”.

 The e-mail you received contained an Action Link and an Action Password used to enter below. You will also use this

* - indicates a required field.

Action Password*

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4. Enter your email address, re-enter your Action Password as the “Old Pin”, and a new password in the “Enter New PIN” and “Validate PIN” fields. Click Save.

Reset PIN

 Enter your new PIN twice. A PIN can be a number, password or passphrase. For higher security, u

 Welcome to the Xavier Proxy Portal. Your e-mail address has been verified. Save your PIN for pr

* - indicates a required field.

 Minimum PIN length: 8.

Enter e-mail address*

Enter Old PIN*

Enter New PIN*

Validate PIN*

5. **Have your student complete steps 7-9 “Setting Parent Permissions”. Once completed, continue to step 6.**

6. Welcome to the Proxy Access Home Page! Review your name and email.
You may update it if needed, and then save.
7. Click your student's name.

• Profile
• Xavier Student ←

Proxy Profile
Please keep your information up-to-date. [Click here to change your PIN](#)

* - indicates a required field.

First Name *

Last Name *

Home e-mail address E Mail Address *

8. Scroll down to view the list of authorized pages.

Proxy Authorizations

The following student information pages have been authorized for

Bursar/Billing Access for Xavier Student
[Account Summary by Term](#)
 Registrar Access for Xavier Student
[Final Grades](#)
[View Address/Phone](#)
[View Emergency Contacts](#)

9. Click the link of the information you would like to view, a new window will open.
10. Close the window once finished viewing.
11. If you have additional Xavier students and they have assigned you as a proxy, you may access their information by repeating steps 7-10.

-Note: If your student assigned a passphrase, you will receive an additional email “Proxy Access: Your Xavier Student's Information By Phone”. This passphrase will be used to confirm your identity and allow phone calls or in-person discussions concerning your student’s academic record.

We may only discuss areas you were granted access to.