

## PARENT/GUEST PROXY

Parent/Guest Proxy allows students to grant their parents (or anyone else they would like) access to warning and final grades, as well as to deposit and eBill payments.

### SETUP for Creating a Proxy

Students must first set up access, then their proxies can complete the process.

#### Students (Step 1)

- Sign into my.ycp.edu and select YCPWeb.



#### Main Menu

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##### [Personal Information](#)

View addresses, phone numbers, email address, and other personal information.

##### [Student Services](#)

Apply for Admission, Register for classes, View academic records, CAPP Degree Evaluation and MyHousing.

##### [Financial Aid](#)

View Financial Aid award data.

##### [YCPWeb for Parents](#)

YCPWeb for Parents Menu

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[Return to Homepage](#)

- Select the Personal Information option and then the \*NEW\* My Profile Dashboard.



#### Personal Information

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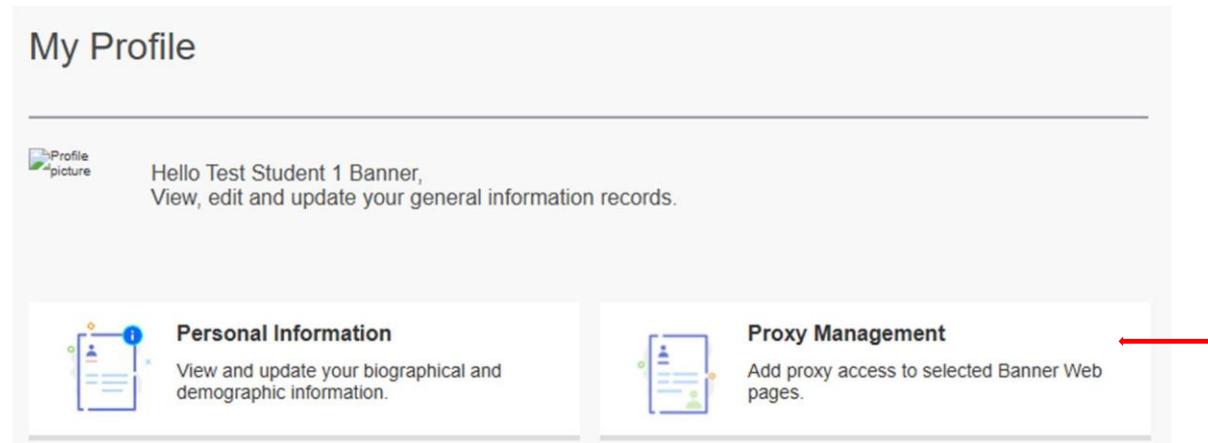
##### [\\*NEW\\* My Profile Dashboard](#)

From the My Profile Dashboard, you can view your biog

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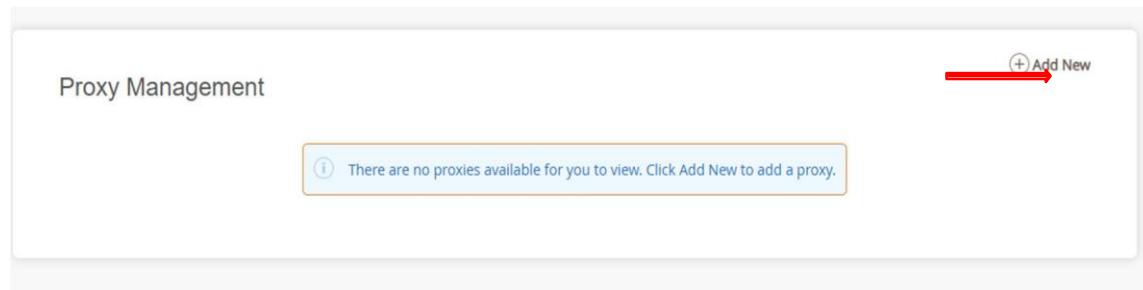
**RELEASE: 8.11**

- From My Profile, select “Proxy Management”.



The screenshot shows the 'My Profile' page. At the top, there is a profile picture placeholder and a greeting: 'Hello Test Student 1 Banner, View, edit and update your general information records.' Below this, there are two main links: 'Personal Information' and 'Proxy Management'. The 'Proxy Management' link is highlighted with a red arrow pointing to its right. The 'Proxy Management' link has a sub-instruction: 'Add proxy access to selected Banner Web pages.'

- Select the “Add New” link in the right-hand corner.



The screenshot shows the 'Proxy Management' page. The title is 'Proxy Management'. Below the title, there is a message: 'There are no proxies available for you to view. Click Add New to add a proxy.' To the right of this message, there is a link labeled '(+) Add New' with a red arrow pointing to it.

- Complete the Proxy (Guest) Information Form.

**PROFILE SECTION:**

Complete each field in the Profile section.

1. Be sure to select “Parent or Legal Guardian” under the “Select a Relationship” section.
2. You may adjust the **Start** and **Stop** dates to your preference. Be sure the **Stop** date is later than your estimated graduation date.

## Proxy Information (i)

### Profile (Required)

First Name

Last Name

E-Mail

Verify E-Mail

Relationship (i)

Start Date

Stop Date

### ADDITIONAL INFORMATION SECTION:

1. The “Description” field is optional. While not required, you may use it to create a personalized profile label such as “Mom”, “Dad”, or “Guardian”.
2. Setting up a “Passphrase” (any unique phrase you determine) allows your proxy to verbally authenticate their identity if they need to contact YCP for technical assistance.

### Additional Information

Description

Passphrase

- Select the options you would like your proxy to have access to. If you already have a proxy established, you may use the dropdown menu to apply the same authorizations to the new proxy.

Authorizations (Required) 

Select All

**Copy Authorizations **

Select a Person 

Student Information

1098T Tuition Payment Tax Form

Student Grades

Deposit Processing 

View/Pay eBill

View Holds

- Click submit when finished.

[Cancel](#) [Submit](#) 

The proxy you have authorized will now appear on your dashboard under the student “My Profile” page. You may edit or delete the proxy at any time if needed.

## Proxy Management

Test Tester  
test@ycp.edu  
Inactive

Inform your proxy that they will receive an email containing a temporary URL and an initial code, which they will use to log in and create a permanent password.

## Parents (Step 2)

- First, your student must set up the proxy following the Students (Step 1) instructions above.
- You'll then receive an email from [ycpweb@ycp.edu](mailto:ycpweb@ycp.edu),
  - With the subject *YCPWeb Proxy for Parents - New Account Created*.
  - Copy the *Initial Password* (which will be needed later).
  - Navigate to the **Initial Login URL** provided in the email which will open a new window.

**Banner®**

Enter your Initial Password, then click Submit to continue.

An email you received contained a URL (which you have used to get here), and a separate email contained an initial password. These are used together to verify that you are an intended recipient. You will also use the password for the Initial Password on the following page when establishing your new password.

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- Enter the *Initial Password* then select **Submit**.
- On the Reset your security password for Proxy Access page,

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Reset your security password for Proxy Access.

Your email address has been verified. The next step is to save your password for proxy access. Enter your new password twice. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

- Enter your *email address* into *Username* field.
- Enter the *Initial Password*.

- Enter a New Password
  - Enter it in both the New Password and Validate Password fields.
- Select **Submit**.
- The YCPWeb Proxy for Parents login page will display. Enter your new credentials that you just completed and select **Sign In**,

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Enter your user name and password, then click Sign In to continue.

| YCP Web
Username
Password
Sign In

[Forgot Password](#)

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- After signing in, complete the Proxy Personal Information and click **Submit**.

Personal Details \* - indicates a required field.

Salutation <input type="text" value="Salutation"/>	First Name* <input type="text" value="Dad"/>	Middle Name <input type="text" value="Middle Name"/>
Last Name* <input type="text" value="Smeltzer"/>	Name Suffix <input type="text" value="Name Suffix"/>	

Contact \* - indicates a required field.

Home E-Mail Address* <input type="text" value="bksmeltzer@gmail.com"/>	Phone Area Code* <input type="text" value="Phone Area Code"/>	Phone Number* <input type="text" value="Phone Number"/>
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Address \* - indicates a required field.

Mailing Address Line 1* <input type="text" value="Mailing Address Line 1"/>	Mailing Address Line 2 <input type="text" value="Mailing Address Line 2"/>	City* <input type="text" value="City"/>
State* <input type="text" value="State"/>	Zip Code* <input type="text" value="Zip Code"/>	

- Now you are ready to view the information that your student shared with you.
  - Select your student's name and then an item from the "Select to view" dropdown.

- Note: Use the YCPWeb logo at the top left of the page to go back to the menu.
- Bookmark the url: <https://ycpweb.ycp.edu/parents> for subsequent logins to YCPWeb Proxy for Parents.