

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.



A horizontal navigation bar with four tabs: "Personal Information", "Student Services", "Financial Aid", and "Pay Bill-Student Account". Below the tabs is a search bar with the label "Search", a text input field, and a "Go" button.

Main Menu

[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

[Return to Homepage](#)

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



A horizontal navigation bar with two tabs: "Personal Information" (which is highlighted in blue) and "Student Services". Below the tabs is a search bar with the label "Search", a text input field, and a "Go" button.

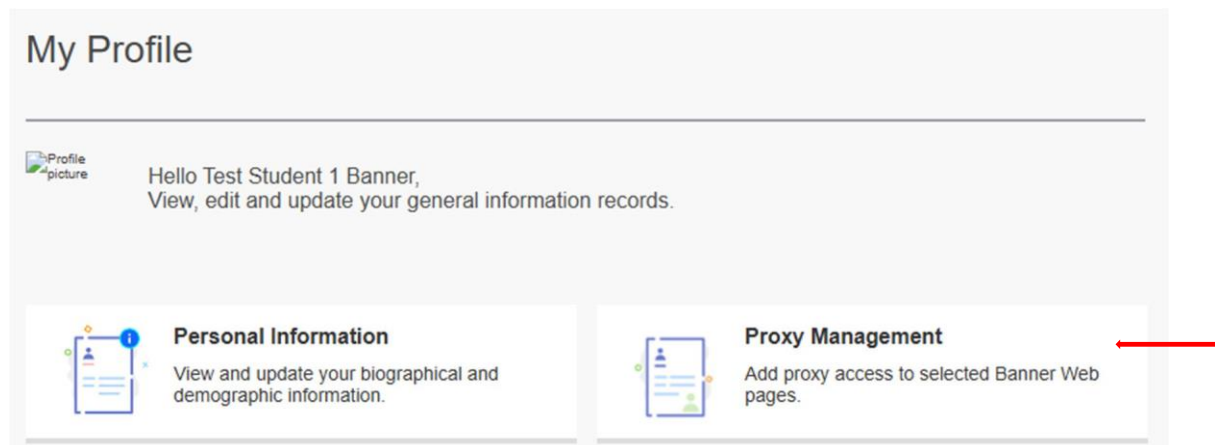
Personal Information

NEW [My Profile Dashboard](#)

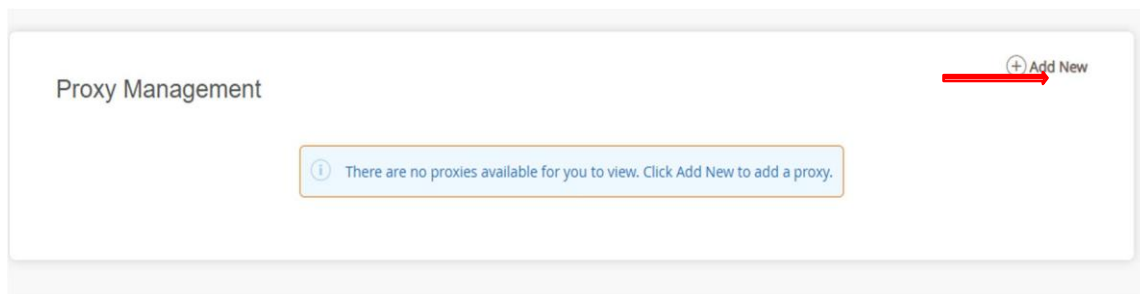
From the My Profile Dashboard, you can view your biog

RELEASE: 8.11

- From My Profile, select “Proxy Management”.



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



- 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 ⓘ

Profile *(Required)*

First Name

Last Name

E-Mail

Verify E-Mail

Relationship ⓘ

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,
 - 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.



Enter your Initial Password, then click Submit to continue.



 Initial Password

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.

© 2013-2025 Ellucian Company L.P. and its affiliates. All rights reserved.

This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this [site/software/app] is limited to Ellucian licensees and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.

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



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.

Email Address


Initial Password

New Password

Validate Password

- 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**,



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

YCP Web

Username Password Sign In

[Forgot Password](#)

© 2013-2025 Ellucian Company L.P. and its affiliates. All rights reserved.

This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this [site/ software/app] is limited to Ellucian licensees and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.

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

Personal Details * - indicates a required field.

Salutation First Name* Middle Name

Salutation Dad Middle Name

Last Name* Name Suffix

Smeltzer Name Suffix

Contact * - indicates a required field.

Home E-Mail Address* Phone Area Code* Phone Number*

bksmeltzer@gmail.com Phone Area Code Phone Number

Address * - indicates a required field.

Mailing Address Line 1* Mailing Address Line 2 City*

Mailing Address Line 1 Mailing Address Line 2 City

State* Zip Code*

State 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.