

# How to Use the Web-4-Parent Service

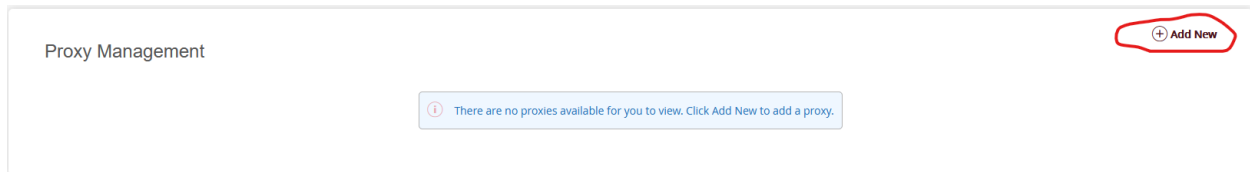
## Setup

The Web-4-Parent service allows a student to give written permission for a proxy (guest) to view the student's academic and/or financial information through MyEKU. The information is read-only and can only be changed by the student. The proxy CANNOT make any changes.

In order to gain access to the Web-4-Parent service, a student must complete the [Authorization form](#) and submit it to the ECU Registrar's Office. Once the form has been processed, the student will gain the "Web4parent" link in the "General Self-Service" card on your MyEKU.

## Adding Proxies

To add a proxy, click on the "Add New" button at the top right corner of the page.



Fill out name, email, and relationship information for the proxy. You can also set start and stop dates for the proxy's access.

## Proxy Information ⓘ

### Profile *(Required)*

First Name

John

Last Name

Doe

E-Mail

john.doe@email.com

Verify E-Mail

john.doe@email.com

Relationship ⓘ

Guest

Start Date

01/25/2022



Stop Date

01/24/2026



The Description field is a customizable label that the student can use to identify each proxy. The passphrase is required by the proxy in cases when they need to talk with certain ECU offices about student information.

NOTE: Not all ECU offices allow communication about student information even with a passphrase.

The checklist of authorizations can be used by the student to authorize (check) or unauthorize (uncheck) proxy ability to view any of the listed areas.

When all Proxy Information has been entered, click Submit.

### Additional Information

Description

Customizable

Passphrase

Password123

### Authorizations *(Required)* ⓘ

Select All

- Account Summary
- Academic Progress
- Award History
- Award Messages
- Award Packages
- Award Payment Schedule
- Cost of Attendance
- Holds
- Academic Holds
- Student Profile
- Tax Notification 1098T
- Official Grade Report
- Account Summary
- Account Summary

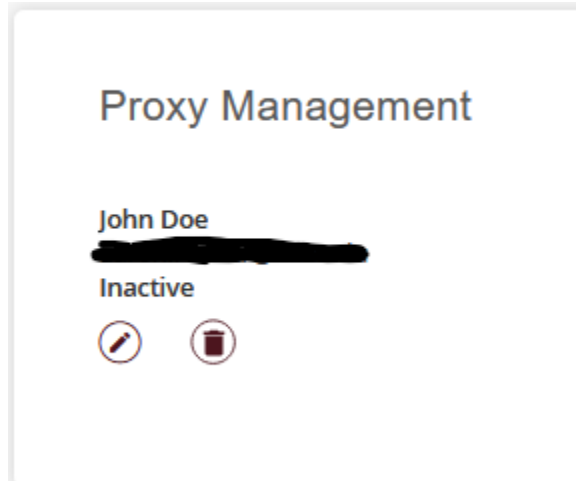
### Copy Authorizations ⓘ

Select a Person

Cancel

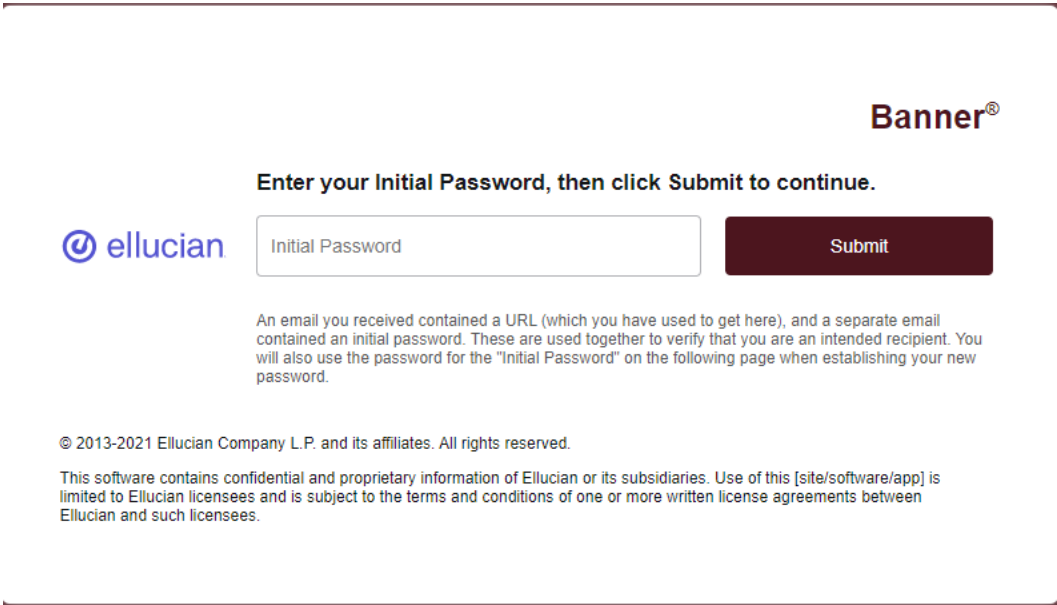
Submit

The student can edit or delete any proxy accounts they have created from MyEKU.



### For Proxies

When this information has been submitted by the student, the proxy will receive emails with a login link and a temporary password. When they login using their email as their username, they will be prompted to activate their proxy status.



The proxy must fill out personal information upon logging in and click Submit in order to gain access to view designated student information.

Privacy Personal Information Click here to check your address

① Please keep your banner web proxy information up-to-date.

---

**Personal Details** \* - INFORMATION REQUIRED

---

**Contact** \* - INFORMATION REQUIRED

---

**Address** \* - INFORMATION REQUIRED

---

**Other Info** \* - INFORMATION REQUIRED

**Save**

## FERPA

For more information about FERPA (The Family Educational Rights and Privacy Act) Please refer to [registrar.eku.edu/FERPA](http://registrar.eku.edu/FERPA)