How to Use the Web-4-Parent Service

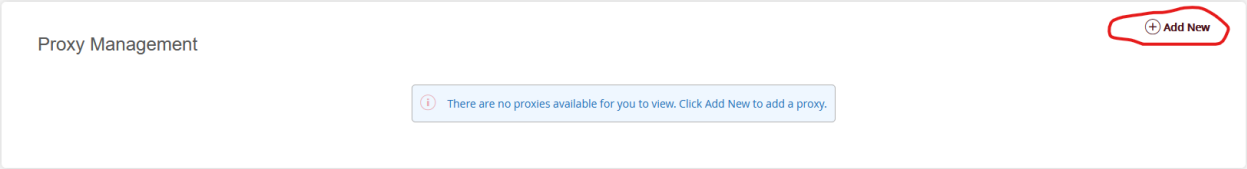
Setup

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.

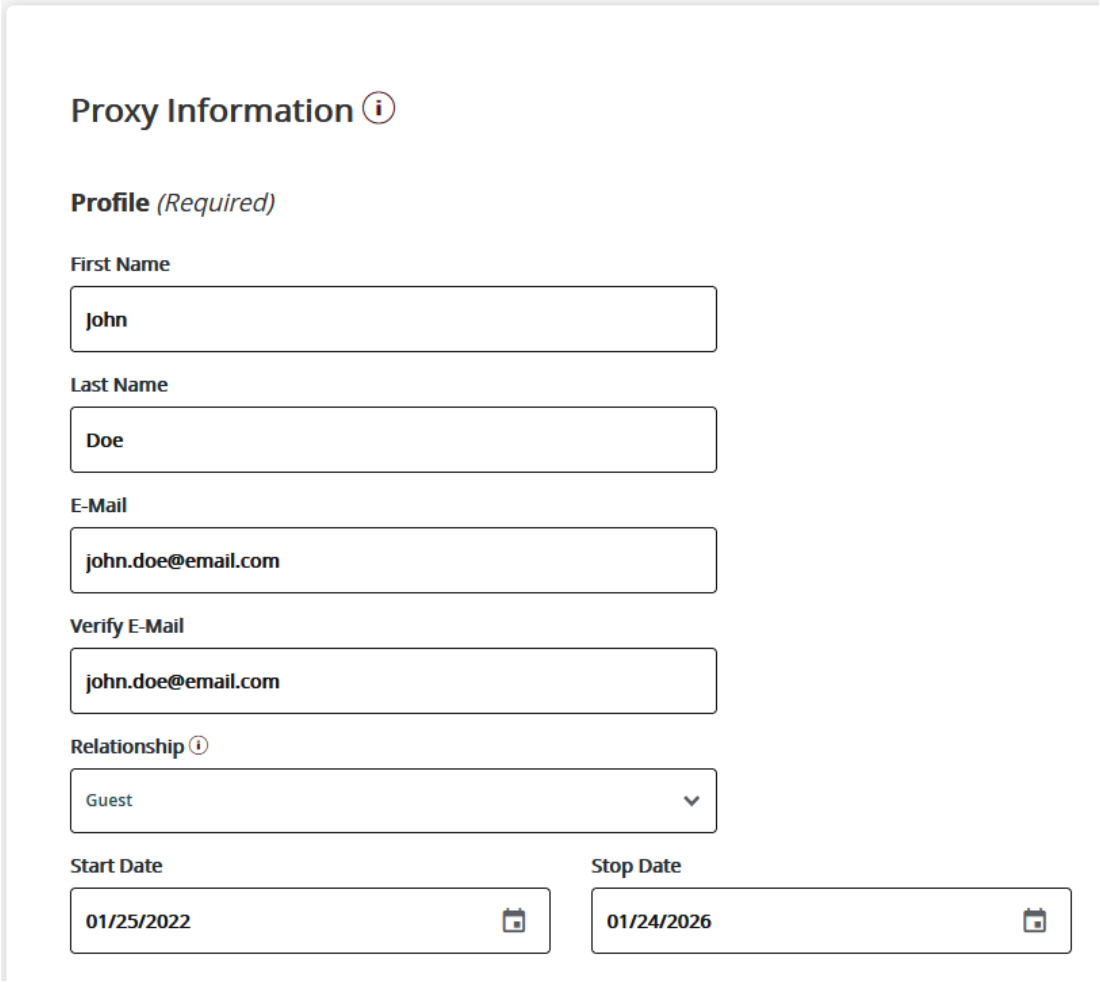
In order to gain access to the Web-4-Parent service, a student must complete the Authorization form and submit it to the EKU Registrar's Office. Once the form has been processed, the student will gain the "Web4parent" link in the "General Self-Service" card on your MyEKU.

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.

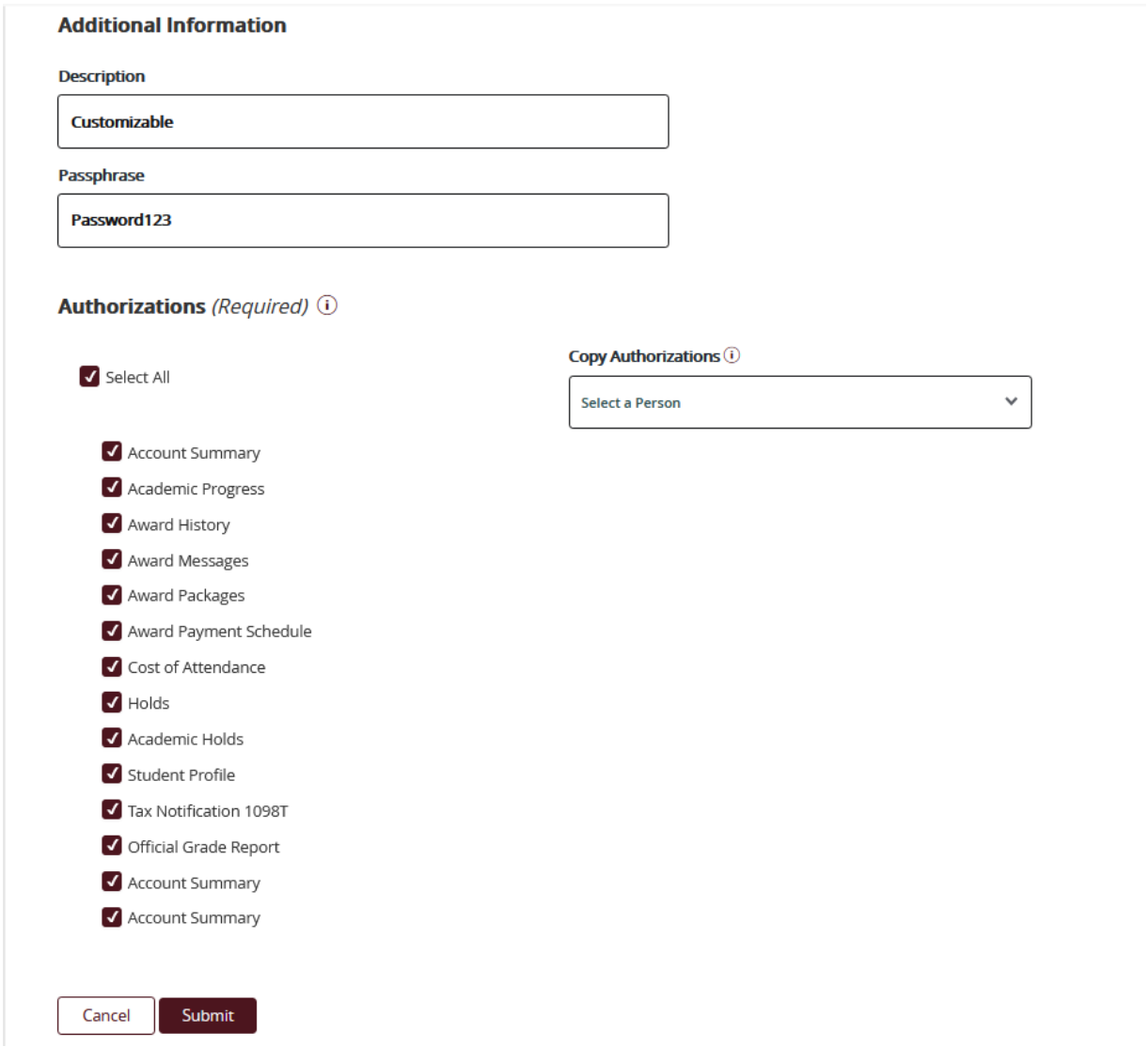


The Description field is a customizable label that the student can use to identify each proxy. The passphrase is required by the proxy in cases when they need to talk with certain EKU offices about student information.

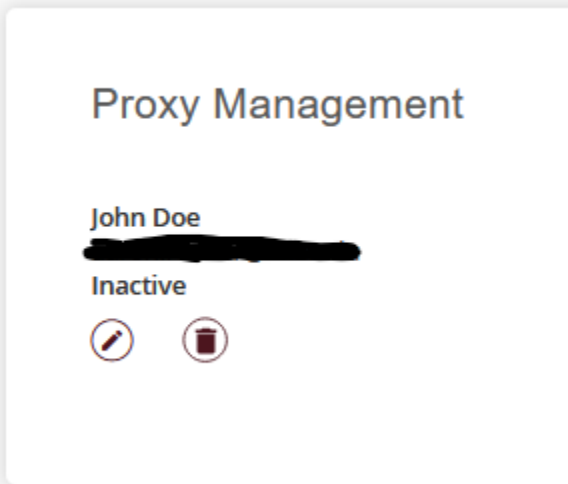
NOTE: Not all EKU offices allow communication about student information even with a passphrase.

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.

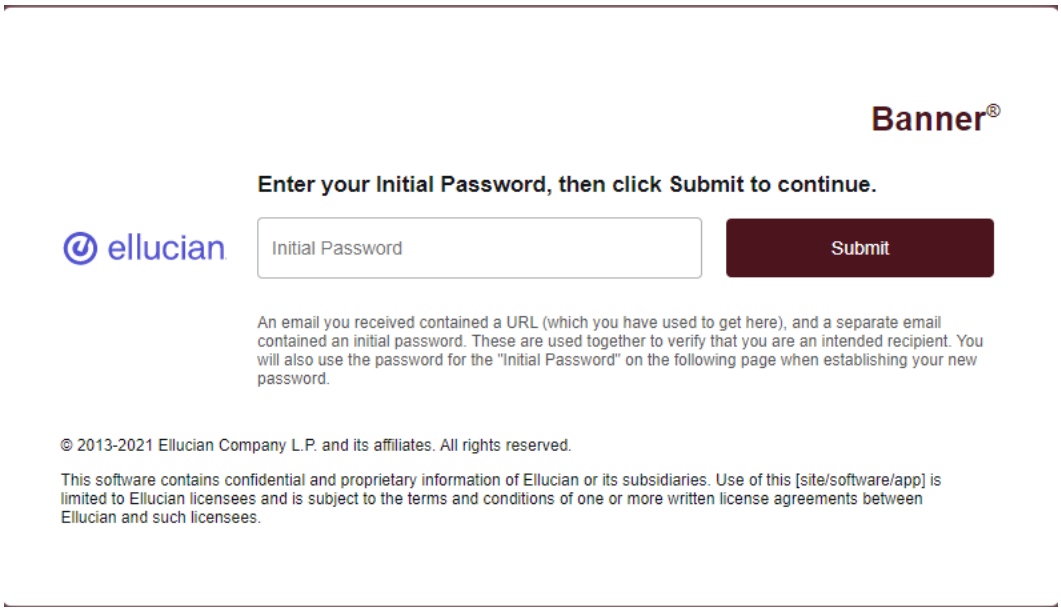


The student can edit or delete any proxy accounts they have created from MyEKU.

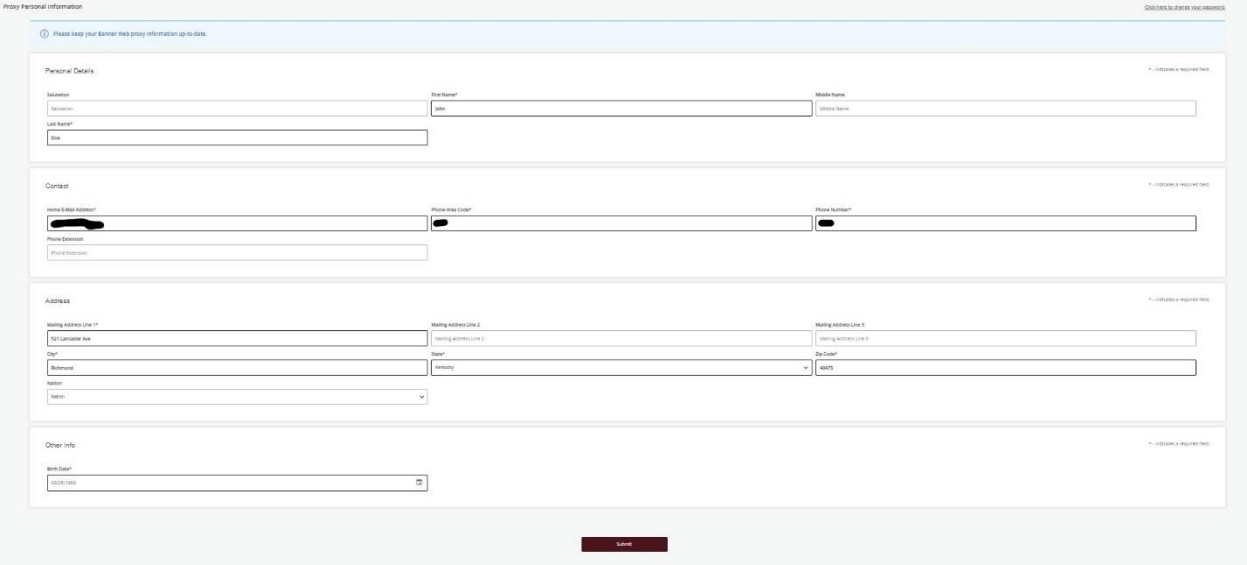


For Proxies

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.



FERPA

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