Marian University Policies on MUHUB Person Proxy

Person Proxy

In MUHUB, students may grant 'person proxy' access to an individual to access certain aspects of their student MUHUB account. Common person proxies may include a parent or guardian, a spouse, a family member, a friend, or a third-party agent (such as a vocational rehabilitation services counselor).

Person Proxy and Student FERPA Rights

Marian University students establish their FERPA rights upon registering for their first class, regardless of the course start date. (For more information on Marian's FERPA policy please visit https://www.marian.edu/current-students/registrar/ferpa)

By adding a person proxy students waive all or some of their privacy rights under FERPA to the designated individual. Proxy access is set by the student and can allow a proxy universal access or restrict proxy access to certain information (such as only billing information or only financial aid information).

The designated individual will be able to view, print and download information to which the student has granted them access. Person proxy access also grants designated individuals the right to communicate with Financial Aid, Bursar, and Registrar about information to which the student has permitted proxy access.

Person proxy access does not include permission to discuss student grades or academic performance with faculty.

Users with Colleague UI access may view proxy permissions in VPXP (see Appendix).

A separate, paper FERPA waiver is not required to release information to a person proxy as long as the only information released aligns with the access the student has granted their proxy.

Marian Faculty or Staff as a Proxy

Marian Faculty and Staff may not serve as a student's proxy while acting in their professional capacity. If a student wants to grant proxy access to a Marian staff or faculty member, the student must provide the proxy's personal contact information (personal email, personal phone, etc.).

When accessing MUHUB as a designated proxy, Marian faculty or staff acknowledge they are acting in a personal capacity with relation to the student and may not engage in activities as a proxy in their professional capacity. For example, a faculty member of a student cannot contact the Registrar's office and request access to a student's grades for which they are acting as a proxy because the student did not grant grade access as part of their proxy permissions.

This policy was written and approved by the Marian University Colleague CORE team.

Last updated 4/3/2020

Appendix

Overview

Use the View Proxy Permissions (VPXP) form to view a list of persons that have been granted proxy permission by a Self-Service user.

If the VPXP form indicates that the user is required to reauthorize proxy permissions, the following information is displayed:

- Reauthorization Needed by date. If the user does not reauthorize permission, proxy access will be denied on the date displayed.
- Reauthorization Requester. Displays the operator who ran the Request Proxy Reauthorization (RPXR) process.
- Requested on. Displays the date on which the RPXR process was run.

Note: After the user has reauthorized access in Self-Service, these dates will not be displayed.

From this form, you can access the View Proxy Permission Details (VPXD) form to view a history of permissions granted to the proxy.