

WHAT IS PARENT PROXY?

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. YCPWeb for Parents allows students to create a parent account for proxy access to important information that pertains to the student. The student manages the creation of the proxy access and the pages the parent or guardian can view. Through the parent proxy account, parents can access information including warning grades, final grades, pay deposits, and view/pay eBills. The York College LTS Help Desk is available to assist parents with access to their parent proxy accounts. All questions concerning YCP student accounts (myYCP and YCPWeb) require the student to personally request account assistance.

LTS HELP

Schmidt Library
717.815.1559
LTShelp@ycp.edu
LTShelp.ycp.edu

PARENT PROXY SETUP

STUDENT SETUP

The setup for parent proxy is twofold. First, the student will create the parent account for proxy access.

- ▶ Log in to myYCP and click the YCPWeb icon.
- ▶ Choose "YCPWeb for Parents."
- ▶ Click "Proxy Management."
- ▶ Select "Add Proxy."
- ▶ Enter your parent or guardian's name and email address.
- ▶ Click "Expand" on the new proxy setup.
- ▶ Change the "End Date" to a future date, such as the student's expected graduation.
- ▶ Go to the "Authorization" tab and select the boxes of the information pages your proxy should be able to access.
- ▶ Your parent or guardian will receive an email with instructions on how to log in to vcoweb.vcp.edu/parents.

PARENT SETUP

Once student access is granted:

- ▶ An email will be sent to the account designated by the student. It will come from "ycpweb@ycp.edu" with the subject "YCPWeb for Parent - New Account Created."
- ▶ Click on the link in the email which will open another browser window (take note of the Action Password as this will be needed later).
- ▶ Enter the Action Password that was provided in the email and then click on "Submit."
- ▶ Next, enter your email address, the Old PIN (this is the Action Password that you used previously), a New PIN, and then re-enter the New PIN in the "validate New PIN field."
- ▶ On the screen that follows, enter the information required and click "save."
- ▶ Finally, click on the tab with the student's name to view the pages authorized by the student.