

# Can I get information about an account other than my own? How can I let others access my account information?

Owens Community College is not able to release information to anyone other than the student, as your record is protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. Click here to read the Family Educational Rights and Privacy Act (FERPA) of 1974 <http://ed.gov/policy/gen/guid/fpco/ferpa/students.html>

If you would like someone to be able to obtain information about your record, you must set up Proxy Access. After logging in to your Ozone account, click on Proxy Access under 'My Personal Information'.

Follow these steps to set up Proxy Access:

- o Click 'Proxy Management'
- o Click 'Add Proxy'
- o Type the person's information to whom you wish to grant proxy access.
  - First name
  - Last name
  - Email address
  - Confirm Email address (An email will be sent to the person to whom which proxy is granted. Be sure to use a valid email address.)
- o Click 'Add Proxy'

\*This step will allow the proxy to view your online account only. The proxy will be sent an email with details on how to create a secure PIN and where to login to view the student's account information. In order for the proxy to be able to view any information, the NEXT step MUST also be completed.

Next,

- o Click 'Expand Proxy'
  - Enter the relationship of the proxy to you, the student.
  - Enter a description of the proxy
  - Enter a passphrase (This passphrase will be used if the proxy calls in for information

on the students account).

- **Change the start and end dates for proxy access if desired. (The default time frame is 4 years).**

o **Click the Authorization Tab**

- **Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view these pages when they log in.**

o **Click 'Email Authorizations' to notify your proxy of the pages they are authorized to view.**

**\*\*Please note that setting up proxy access without creating a passphrase will prevent the proxy from obtaining information over the phone. A passphrase is required and only information authorized by the student through the proxy access process can be provided.\*\***

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