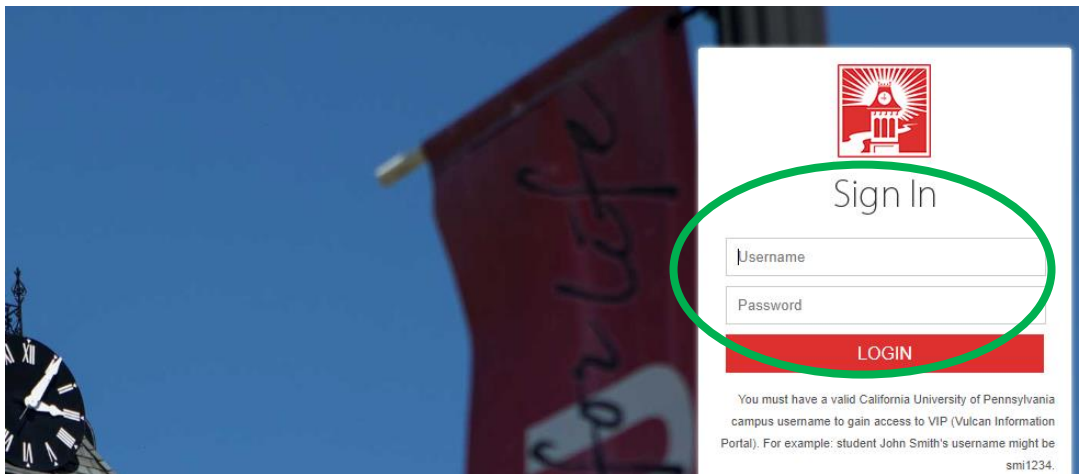
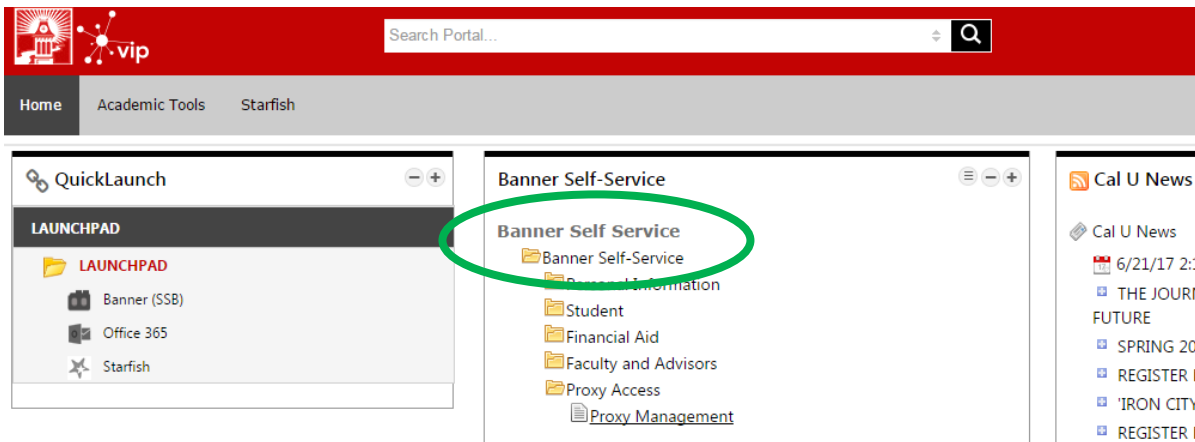


# Students: How to Share Your Information with a Parent/Guest

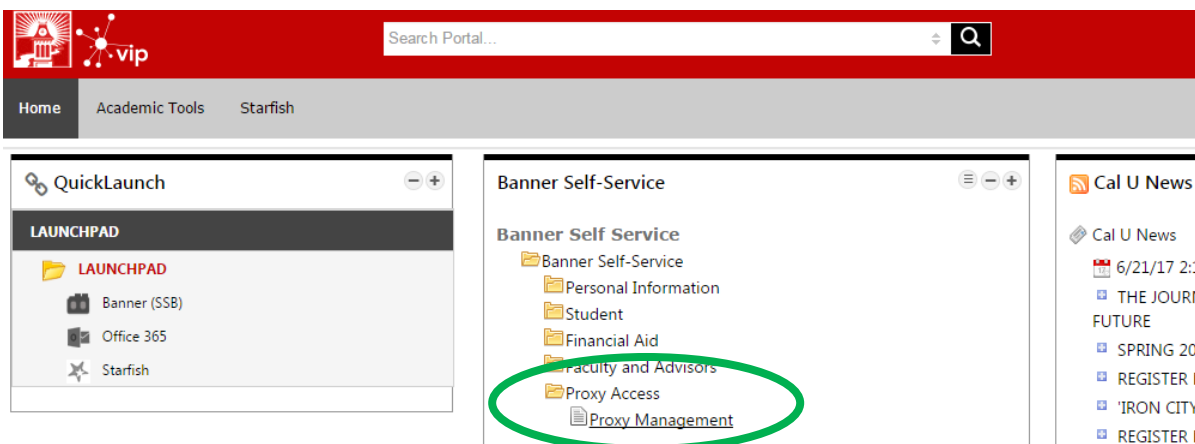
1. Log in to VIP at <http://www.vip.calu.edu> using your Cal U username and password.



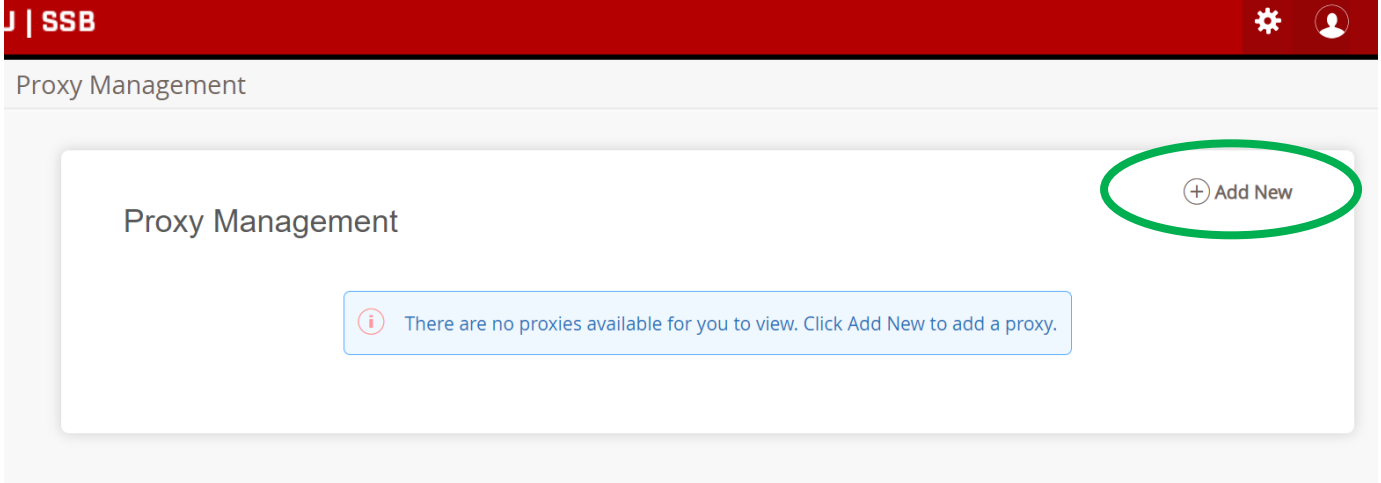
2. Click the "Banner-Self Service" folder.



3. Click "Proxy Access" followed by "Proxy Management."



#### 4. Click “Add New.”



5. Enter the first name, last name, and email address of the parent or guest you would like to add to the Parent/Guest Portal. Use the “relationship” drop-down menu to select the relationship type (i.e. family member).

*Note: “Start” and “stop” dates represent the exact period of time for which parents or guests have access to your records. You may modify these at any time.*

The screenshot shows the 'Proxy Information' form. The header includes 'CALU | SSB' and a breadcrumb trail: 'Previous • Proxy Management • Proxy Information'. The form title is 'Proxy Information' with an information icon. Below the title, the section 'Profile (Required)' contains several input fields, each with a black arrow pointing to it from the left: 'First Name', 'Last Name', 'E-Mail', 'Verify E-Mail', 'Relationship' (a dropdown menu), 'Start Date', and 'Stop Date' (both with calendar icons).

6. Use the “description” box to tell us this individual’s exact relationship to you (i.e. “mom”). In the “passphrase” box, enter a special word or phrase of your choosing. Your parent or guest will use the passphrase when requesting to discuss your student records with University staff.

Additional Information

Description

Passphrase

7. Check-mark boxes for the record items you permit this parent or guest to view and/or discuss with Cal U. You may “select all” or choose individual items. Click “submit” when finished.

Authorizations (Required) ⓘ

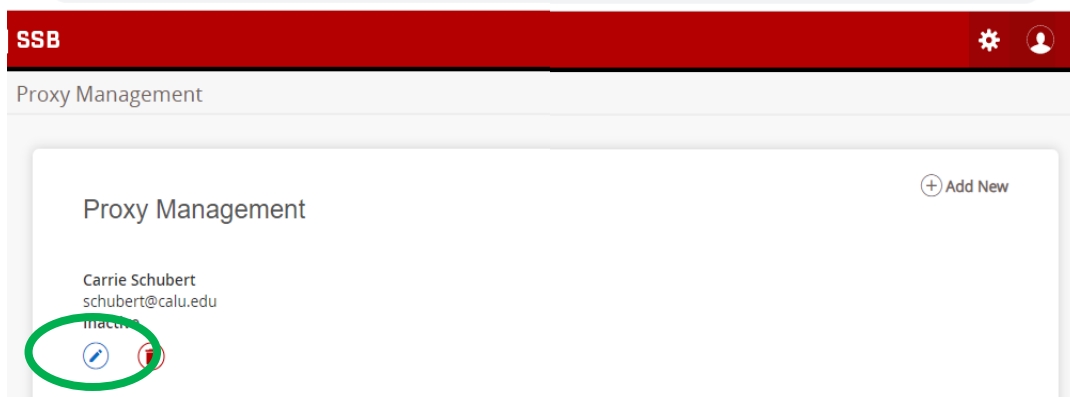
 Select All

Copy Authorizations ⓘ

- Account Summary
- Award Package
- Award History
- Student Detail Schedule
- Weekly Class Schedule
- Financial Aid Status
- Student Grades
- Student Holds
- Student Profile
- Tax Notification 1098T

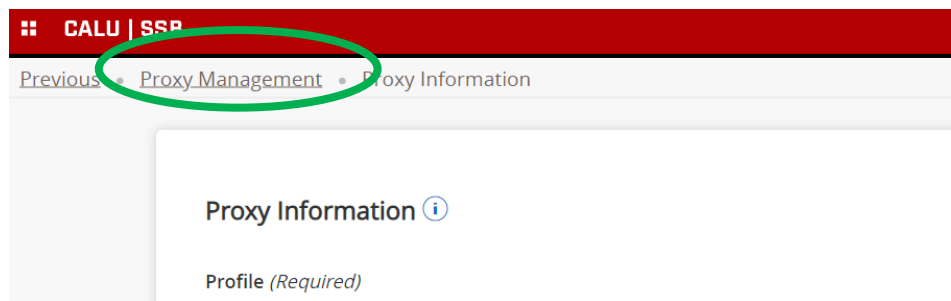
8. You’ll now see the finished screen. Click the blue pencil icon.



9. Click “Email Passphrase” at the bottom. This will notify your parent or guest of the passphrase you chose for them. You may edit their other information, if needed.

The screenshot shows a web form with three tabs: "Proxy Information", "History", and "Communication". The "Proxy Information" tab is active. It contains a "Relationship" dropdown menu set to "Family Member/Legal Guardian/Foster Agency". Below this are "Start Date" and "Stop Date" fields with calendar icons, showing dates 12/14/2020 and 12/13/2024 respectively. Under the "Additional Information" section, there is a "Description" field with the text "Mom" and a "Passphrase" field with the text "let's go steelers". At the bottom of the form, there is a button labeled "E-mail Passphrase" with an envelope icon, which is circled in green.

10. Click back to the “proxy management” screen. You are now finished.



You may log out or repeat these steps to add another individual to the Parent/Guest Portal.  
If you have questions, please email [family@calu.edu](mailto:family@calu.edu).