



Parent/Guardian/Spouse Instructions for Authorized Release of Records

Parent/Guardian/Spouse Instructions:

Before beginning this process, it is best to be on a computer or laptop with a stable internet connection.

It is not advisable to go through this process on a phone or tablet.

1. Check your email. You should have received an email from **registrar** titled **Pittsburg State University eProxy Access**
 - a. If you do not see this email, check your spam/junk folder
 - b. If you are still unable to locate the email your student will need to revoke access and re-add you
2. The email received should state the following or something similar:

Attention: *PARENTS NAME*

Hi there! *Your Students Name* has authorized you to access his/her Pittsburg State University Account, but you'll need to set up your own Gorilla User System (GUS) account by 10/26/2023. Don't worry, it's easy!

*Just click the link provided below

*Answer a few questions

*Use the keyword that *Students First Name* gave you

With this access, you can share electronic information through GUS, and if you need to speak with an administrative office, just provide them with the keyword. If you have any questions, just reach out to *Students First Name* at *StudentName@gus.pittstate.edu email address* or check out the additional information at

<https://go.pittstate.edu//aw.faq.generator?qLEHj1BvddapM&ListID=F000160&DetailID=&Option=0>

If you received this message in error, contact us at registrar@pittstate.edu or 620-235-4200.

LINK: <https://go.pittstate.edu/eproxy.token?qLEHj1OIKlapM&TOKEN=rwuhwrcjrttfdx>

3. You will only have until the date specified in the email to setup your account. If you have not setup your account by then your student will need to resend the invite.
4. Click on the LINK at the bottom of the email to go to the **eProxy Authentication** page
5. Click on **Create a new Gus Account**
 - a. If you already have a child going to PSU and have gone through this process previously you will need to choose, **If you know you have a GUS account....**
 - b. If you do not recall your Gus credentials choose, **If you assume you have a GUS account....**
6. Fill in the required information (every field with a *).
 - a. The **Keyword** should have been provided by the person who granted you access.
 - b. Click the **Continue** button when finished.
 - c. There will be a pause before the next page loads.
 - d. Wait for the page to refresh. **DO NOT CLOSE THIS WINDOW**
7. At the top of the next page you will see your PSU ID number
 - a. **WRITE THIS NUMBER DOWN.** Keep it in a safe place, you will need it later
8. Click on the link, **Click here to set your new password**
9. On the **Password Set/Request** page you need to type in your PSU ID from step 7 into the field, **Please Enter your PSU ID**, then click **Submit**
10. On the **Help us protect your account** page, choose the **Verification Option**
 - a. You should choose your email address
 - b. Then type your email address in the **Confirm Email** field, then click **Next**
11. **DO NOT close this page.** Open a new tab in your current browser or a new browser window and check your email.
12. You should receive an email from **PSU Account Services** titled **PSU Password Reset**
 - a. If you do not see this email, look in your spam/junk folder
13. Open the email and find **Your PSU Password code:**
 - a. Write down the code shown
14. Go back to the browser or Tab that has the page, **Help us protect your account**
15. Type in the code from the email you received.

16. On the **Set/Reset PSU Unified Password** page, follow the guidelines to create a new password.
 - a. Then type in a new password
 - b. Type it again in the **Confirm Password** box
17. Scroll down and check the box for, **I acknowledge that I have read each of the above policies**
18. Click the **Submit** button and wait for the next screen
 - a. There will be a long pause before the page refreshes. **DO NOT Close**
19. If your password was accepted the page will refresh saying **Thank You** at the top
20. In your browser navigate to <https://gus.pittstate.edu>
21. Click on the Login button in the upper right corner
22. On the Login screen:
 - a. Type in the 7-digit PSU ID number, created earlier, in the first field
 - b. Type in the password you just created, then click **Sign in**
23. Locate Gus Classic (may need to search for it)
24. On the left side you should see **eProxy Access**, click on it
25. In the center of the page, click on **View Records**
26. Choose the appropriate area for the records you want to look at
27. If you are unable to access a specific area then you will need to speak with your student to see if they gave you access to those records.