



Student Instructions for Authorized Release of Records

There are two parts to eProxy, Authorized Release of Records and the Parent Payer Access. Both parts have to be set up by the Student. The Authorized Release of Records does **NOT** need to be done to setup Parent Payer Access.

Student Instructions:

1. Go the Gus Portal, <https://gus.pittstate.edu/mygus>
2. Click the Login button in the upper right corner using your PSU ID number and your Unified PSU password
3. Locate Gus Classic (may need to search for it) and click it to access
4. Select **Personal Information** from the left side of the screen
5. Scroll down to the **Other** section
6. Select **eProxy Access Control**
7. You should be on the **Select a Department** screen
 - a. choose the appropriate department that pertains to the student
 - b. click Submit
 - c. If you do not see this skip it
8. On the eProxy Access Control page locate **Add Another** and click on it.
9. Under Manage Access choose the sections you wish to give access to:
 - a. Academic Records
 - b. Financial Records
 - i. Form 1098
 - c. Enrollment Records / Registrar's Office
 - i. Class schedule, enrollment verification, etc.
 - d. Release your employee pay stubs.
10. After making your selections, click the Next button
11. Fill in all of the requested information
 - a. Full Name – this is the name of the person you are granting access to
 - b. Email – this is the email address of the person you are granting access to

- c. Relationship – How is the person you are granting access related to you
 - d. Keyword – this is a case sensitive, 15-character word. You will need to give the person you are giving access this keyword. It will be required when they setup their account.
 - e. To be extended though the date of – this is a date you set. Access will expire after this date.
 - f. Choose **Done** when finished.
12. You should be back on the eProxy Access Control page and now see the person you added
13. To complete the process, click on **Finalize** at the bottom of the page then click **OK**

Authorized Release of Records

Student Instructions continued:

14. You will receive an email from **registrar** titled **PSU eProxy Notice**
- a. If you do not see this email check the Junk/Spam folders
 - b. If you still do not see this email go back and revoke access and set it up again
 - i. Remember you must click the Finalize button to complete the process.
15. The email should look similar to this:

registrar@pittstate.edu

Students Name

This is a confirmation message from the PSU eProxy System. Be aware that eProxy authorization has been sent to *Parents Name* with Keyword "*Chosen Keyword*". If you believe you have received this message in error, please contact registrar@pittstate.edu.

Simple. Safe. Smart. You are receiving this email because you are a Pittsburg State University student, employee, or other University community member. If you have questions or concerns regarding the validity of this email, please contact the individual or department that sent this email.

16. You will need to give your parent the **Keyword** so they can complete their part of the process.