Harding University Proxy Instructions:

Overview
Due to federal law (FERPA), Harding is not allowed to release student information to anyone without the student's permission. This process will allow the student to designate one or more people who can view or discuss their student information. A person given authorization, many times a parent, is given Proxy access.

Because of the law, the student must complete Part A, then the person they wish to allow access (the Proxy) will receive an email and must complete Part B in order to have access.

Part A – Student’s Portion - Must be completed on a desktop/laptop.

1. Log in to pipeline.harding.edu using your username and password.
2. Under the Student bar, click on Proxy Access.
3. Click on Proxy Management.
4. Click on Add Proxy.
5. Fill out proxy’s name and e-mail address and click Add Proxy (Make sure the e-mail is accurate). Your proxy will receive an email with instructions on how to complete Part B, however no permission has been granted until the rest of these steps are completed.
6. Once proxy access has been added the screen will collapse and you will see Expand with your proxy's name next to it. (example: Expand John Doe). Click on your proxy's name.
7. Please carefully read the information at the top of the page as it describes each field and the permission you are granting. Fill out the Proxy Profile information completely, then if you have chosen to provide a passphrase, click E-mail Passphrase. An e-mail will be sent to you and your proxy with the passphrase.
8. Click Authorizations tab above in the yellow bar. Check desired page authorizations. Click on Email Authorizations and an e-mail will be sent to your proxy telling them the pages to which you have granted them access.
9. You are done.

Part B – Proxy’s Portion - Must be completed on a desktop/laptop.

You will receive an email with the subject “New Proxy identity”. This provides the link and the initial password (Action Password) for you to view your student’s information.

1. Copy the link and paste it into a browser search bar.
2. Enter the Action Password from the message and click Login.
3. On the Reset PIN page, create your pin using the email address and your Action Password (in the Old PIN box). Enter a PIN (minimum 6 characters) and click Save.
4. Complete Proxy Profile information and click Save.
5. Click on your student’s name in the yellow bar above to see their information.

When you return later:
1. Go to pipeline.harding.edu
2. Click Login at the top of the page.
3. At the bottom of the screen, click Proxy Access
4. Click Proxy Access Login
5. Enter your email address and PIN and click Login
6. Click on your student’s name in the yellow bar.

For Proxy assistance, please contact the Alumni Office:
501-279-4276
800-477-4312 ext. 1
alumni@harding.edu