

How to Set Up Proxy

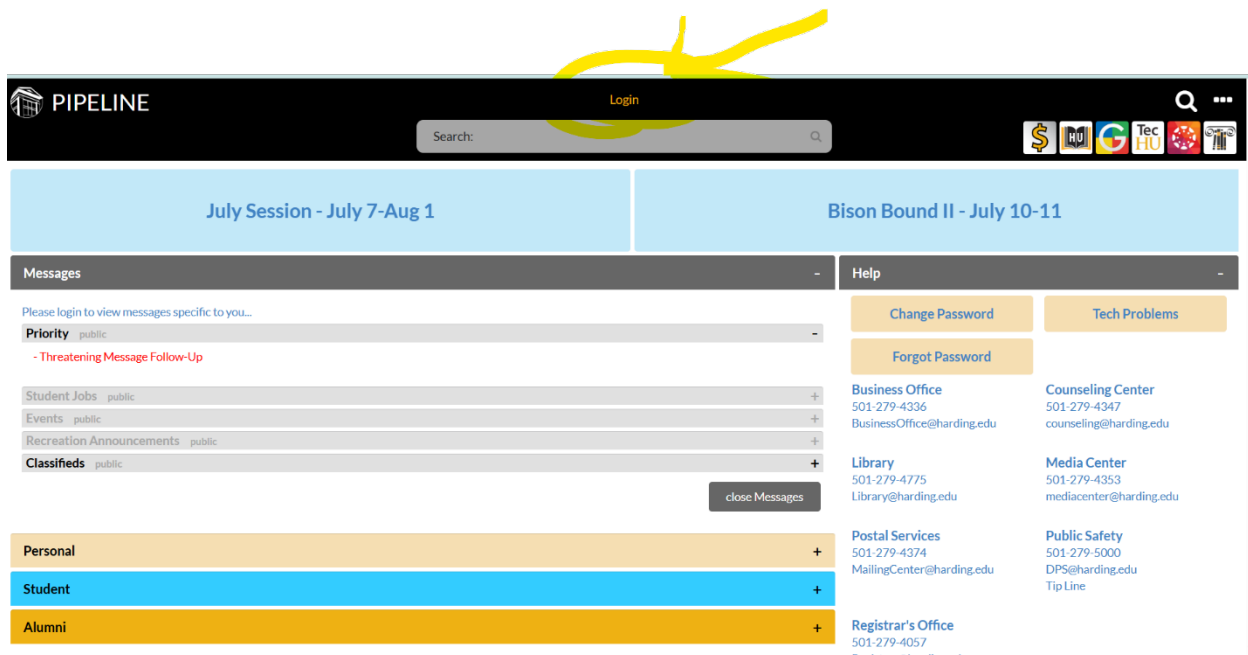
Student and Parent Instructions

** Please note, this process works the best when parents and students both are logged into a computer. Phones are much more difficult to navigate with registering and typically will cause challenges. It also is easiest if parents and students are not using the same computer. No matter whether you are doing this at the same time or using the same computer, or not, the process will not work if you are logged into the same navigation profile. **

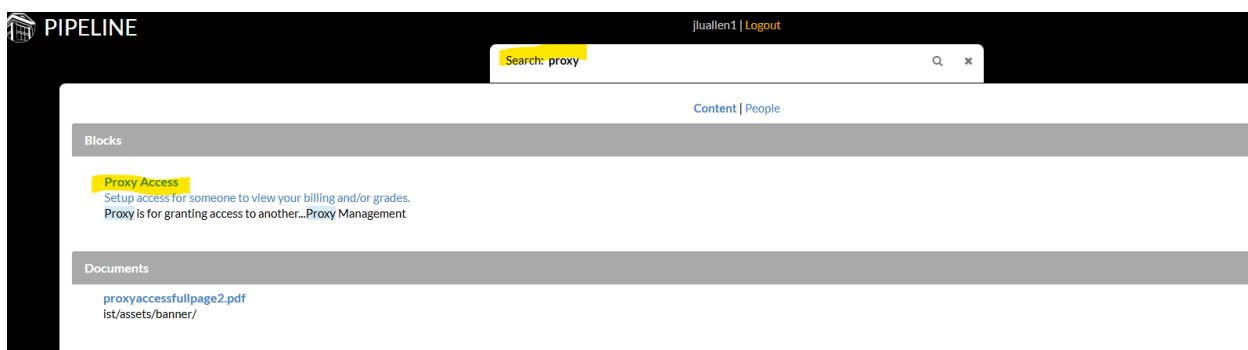
Please follow the instructions **step by step**:

STUDENT:

1. Go to Pipeline (Harding's student one-stop place for their resources) and log in using your username and password



2. In the search bar, type 'proxy', then hit 'enter'. Click on the 'Proxy Access' tab that is shown from your search at the top of the page.



3. Click on 'Proxy Management Link'

The screenshot shows the PIPELINE website interface. At the top, there's a search bar with the text "Search: proxy". Below the search bar, there are two main sections: "July Session - July 7-Aug 1" and "Bison Bound II - July 10-11". The left sidebar contains a "Messages" section with a "+" icon, a "Chapel" section with a "+" icon, and a "Personal" section with a "-" icon. The "Personal" section is expanded, showing a grid of links: "Human Resources", "Name Change Info", "Notaries on Campus", "Pay Info", "Recreation", "SSN Change Info", "Tax Forms", "Time Sheets & Vacation Requests", and "Update My Info". A "close Personal" button is visible. The right sidebar contains a "Favorites" section with a "+" icon, a "Help" section, and a "Who to Contact" section with links to "Business Office", "Counseling Center", "DormNet", "Library", "Media Center", "Postal Services", "Public Safety", "Registrar's Office", "Student Health Services", and "Student Life Office". The "Proxy Management" link is highlighted in the navigation menu.

4. Click 'Add Proxy'

The screenshot shows the "Proxy Management" page. The breadcrumb trail is "Back > Proxy Access > Proxy Management (secure) >". The page title is "Proxy Management". Below the title, there's a "Proxy List" section with a message: "Your proxy list is empty." and a "Add Proxy" button highlighted in yellow. The right sidebar contains the same "Who to Contact" section as the previous screenshot, with links to "Business Office", "Counseling Center", "DormNet", "Library", "Media Center", "Postal Services", "Public Safety", "Registrar's Office", "Student Health Services", and "Student Life Office".

5. Fill out parent name and email address information and click Add Proxy

PIPELINE

jjuallen1 | Logout

Student

Back > Proxy Access > Proxy Management (secure) >

☆

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➔

Student Health Services

501-279-4346

studenthealth@harding.edu

Student Life

501-279-433

StudentLife@

Proxy Management

Proxy List

Click the arrow to show additional information about each proxy.

Complete the Profile and Authorization tab for each proxy.

▲

Your proxy list is empty.

Add a Proxy

To add a new proxy, first enter their name and email address below. After you submit this initial information, you must select your proxy's name from the Proxy List on the following page, and add required information. Your proxy's Pipeline access will be limited to pages you specifically authorize.

Your proxy must have a valid e-mail address.

✖ * indicates a required field.

First Name*

Last Name*

E-mail Address*

Verify E-mail Address*

Add Proxy

Alumni

+

6. Under Proxy List, click Expand on the name of the proxy

close Personal

Public Safety

501-279-5000

DPS@harding.edu

Tip Line

Student Health Services

501-279-4346

studenthealth@harding.edu

Student

Back > Proxy Access > Proxy Management (secure) >

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Proxy Management

✓ A new proxy has been successfully added.

Proxy List

Click the arrow to show additional information about each proxy.

Complete the Profile and Authorization tab for each proxy.

✓

The proxy delete was successful.

▼ Expand

@gmail.com

0 pages

Add Proxy

7. Fill out the Proxy Profile information completely and click E-mail Passphrase. An email will be sent to the parent with instructions on completing their part of this process (see below for Parent Instructions)

Proxy Profile

1. **Select your relationship** with this proxy, optionally add a description to be more specific (dad, mom, uncle, etc).
2. **Add a passphrase to allow your proxy to discuss your records.** This passphrase serves as your privacy release.
 - A passphrase is a verbal password that allows your proxy to contact Harding University employees on your behalf to discuss billing, financial aid, and academic records.
 - Leave the passphrase blank if you only allow your proxy online access (your proxy will be unable to receive information about your records by phone, email, or in person).
 - Select a passphrase that is difficult to guess but **easy** for your proxy to remember, such as the name of a family pet, or your mother's maiden name.
 - You may use the same passphrase for all proxies, or select a unique passphrase for each proxy.
 - If you use the passphrase functionality, **you must inform your proxy of your passphrase**, or use the "email passphrase" button to send yourself an email which you can forward on to your proxy.
3. **Add page authorizations on the Authorization tab to allow your proxy Pipeline access to your records.**
 - Your proxy will have **no access** to your Pipeline records until you specifically grant access on the **Authorization Tab**.
 - After you grant access, your proxy will be emailed instructions and a temporary login password for use in accessing the pages you authorized.
 - You may change this authorization at any time or specify an expiration date for access (see below).

COMPLETE THE INFORMATION BELOW, THEN CLICK ON THE "AUTHORIZATION" TAB

* - indicates a required field.

Relationship*

Description

Passphrase

Start Date (MM/DD/YYYY)* 07/09/2025

Stop Date (MM/DD/YYYY)* 07/08/2030

 E-mail Passphrase Reset PIN Delete Proxy Relationship

PIN expiration date: Jul 16, 2029

E-mail address verified on: Jul 18, 2023

8. Click Authorizations tab at top of page

✔ The proxy delete was successful.

 Collapse @gmail.com

Profile Authorization History Communication

Proxy Profile

1. **Select your relationship with this proxy.** You should add a description to be more specific (dad, mom, uncle, etc.).
2. **Add a passphrase to allow your proxy to *discuss* your records.** This passphrase serves as your privacy release.
 - A passphrase is a verbal password that allows your proxy to contact Harding University employees on your behalf to discuss billing, financial aid, and academic records.
 - Leave the passphrase blank if you only allow a proxy to receive information about your records by phone, email, or in person.
 - Select a passphrase that is difficult to guess but easy for your proxy to remember, such as the name of a family pet, or your mother's maiden name.
 - If you use the same passphrase for multiple proxies, or select a proxy to discuss your records, or select a proxy to discuss your records, or select a proxy to discuss your records.
 - If you use the passphrase functionality, you **must inform your proxy of your passphrase**, or use the "email passphrase" button to send yourself an email which you can forward on to your proxy.
3. **Add page authorizations on the Authorization tab to allow your proxy Pipeline access to your records.**
 - Your proxy will have **no access** to your Pipeline records until you specifically grant access on the **Authorization Tab**.
 - After you grant access, your proxy will automatically be emailed instructions and a temporary "action password" for use in accessing the pages you authorized.
 - You may change this authorization at any time or specify an expiration date (see below).

COMPLETE THE INFORMATION BELOW, THEN CLICK ON THE "AUTHORIZATION" TAB

* - indicates a required field.

Relationship Parent ▼

Description	Value
1. Project Overview	
1.1. Project Name	XYZ Project
1.2. Project Manager	John Doe
1.3. Project Start Date	2023-01-01
1.4. Project End Date	2023-06-30
1.5. Project Budget	\$1,000,000
1.6. Project Scope	Develop a new web application for customer management.
1.7. Project Objectives	Improve customer service, increase sales, and reduce operational costs.
1.8. Project Risks	Scope creep, budget overruns, and resource availability.
1.9. Project Stakeholders	Customers, Sales, Marketing, and IT departments.
1.10. Project Deliverables	Functional web application, user manuals, and training materials.
2. Project Management	
2.1. Project Methodology	Agile
2.2. Project Team	Project Manager, Product Owner, Scrum Master, and Developers.
2.3. Project Roles	Project Manager, Product Owner, Scrum Master, and Developers.
2.4. Project Communication	Regular team meetings, daily stand-ups, and weekly reports.
2.5. Project Reporting	Weekly status reports, monthly progress reports, and quarterly reviews.
2.6. Project Documentation	Project charter, project plan, and project closure report.
2.7. Project Change Management	Change requests, change control, and change log.
2.8. Project Risk Management	Risk assessment, risk mitigation, and risk register.
2.9. Project Quality Management	Quality assurance, quality control, and quality metrics.
2.10. Project Resource Management	Resource allocation, resource utilization, and resource planning.
2.11. Project Procurement Management	Vendor selection, contract management, and procurement process.
2.12. Project Stakeholder Management	Stakeholder identification, stakeholder engagement, and stakeholder communication.
2.13. Project Sponsorship	Sponsor identification, sponsor engagement, and sponsor communication.
2.14. Project Governance	Project governance framework, project governance committee, and project governance report.
2.15. Project Performance	Project performance metrics, project performance analysis, and project performance improvement.
2.16. Project Success	Project success criteria, project success measurement, and project success evaluation.
2.17. Project Closure	Project closure process, project closure checklist, and project closure report.
2.18. Project Post-Mortem	Post-mortem analysis, post-mortem report, and post-mortem lessons learned.
2.19. Project Archiving	Project archiving process, project archiving checklist, and project archiving report.
2.20. Project Retention	Project retention policy, project retention plan, and project retention report.
2.21. Project Review	Project review process, project review checklist, and project review report.
2.22. Project Improvement	Project improvement process, project improvement checklist, and project improvement report.
2.23. Project Innovation	Project innovation process, project innovation checklist, and project innovation report.
2.24. Project Sustainability	Project sustainability process, project sustainability checklist, and project sustainability report.
2.25. Project Ethics	Project ethics process, project ethics checklist, and project ethics report.
2.26. Project Compliance	Project compliance process, project compliance checklist, and project compliance report.
2.27. Project Security	Project security process, project security checklist, and project security report.
2.28. Project Privacy	Project privacy process, project privacy checklist, and project privacy report.
2.29. Project Accessibility	Project accessibility process, project accessibility checklist, and project accessibility report.
2.30. Project Inclusivity	Project inclusivity process, project inclusivity checklist, and project inclusivity report.
2.31. Project Diversity	Project diversity process, project diversity checklist, and project diversity report.
2.32. Project Equality	Project equality process, project equality checklist, and project equality report.
2.33. Project Justice	Project justice process, project justice checklist, and project justice report.
2.34. Project Fairness	Project fairness process, project fairness checklist, and project fairness report.
2.35. Project Transparency	Project transparency process, project transparency checklist, and project transparency report.
2.36. Project Accountability	Project accountability process, project accountability checklist, and project accountability report.
2.37. Project Responsibility	Project responsibility process, project responsibility checklist, and project responsibility report.
2.38. Project Integrity	Project integrity process, project integrity checklist, and project integrity report.
2.39. Project Honesty	Project honesty process, project honesty checklist, and project honesty report.
2.40. Project Trust	Project trust process, project trust checklist, and project trust report.
2.41. Project Respect	Project respect process, project respect checklist, and project respect report.
2.42. Project Compassion	Project compassion process, project compassion checklist, and project compassion report.
2.43. Project Kindness	Project kindness process, project kindness checklist, and project kindness report.
2.44. Project Generosity	Project generosity process, project generosity checklist, and project generosity report.
2.45. Project Gratitude	Project gratitude process, project gratitude checklist, and project gratitude report.
2.46. Project Optimism	Project optimism process, project optimism checklist, and project optimism report.
2.47. Project Positivity	Project positivity process, project positivity checklist, and project positivity report.
2.48. Project Hope	Project hope process, project hope checklist, and project hope report.
2.49. Project Faith	Project faith process, project faith checklist, and project faith report.
2.50. Project Love	Project love process, project love checklist, and project love report.
2.51. Project Peace	Project peace process, project peace checklist, and project peace report.
2.52. Project Harmony	Project harmony process, project harmony checklist, and project harmony report.
2.53. Project Unity	Project unity process, project unity checklist, and project unity report.
2.54. Project Solidarity	Project solidarity process, project solidarity checklist, and project solidarity report.
2.55. Project Cooperation	Project cooperation process, project cooperation checklist, and project cooperation report.
2.56. Project Collaboration	Project collaboration process, project collaboration checklist, and project collaboration report.
2.57. Project Partnership	Project partnership process, project partnership checklist, and project partnership report.
2.58. Project Alliance	Project alliance process, project alliance checklist, and project alliance report.
2.59. Project Coalition	Project coalition process, project coalition checklist, and project coalition report.
2.60. Project Consortium	Project consortium process, project consortium checklist, and project consortium report.
2.61. Project Joint Venture	Project joint venture process, project joint venture checklist, and project joint venture report.
2.62. Project Strategic Partnership	Project strategic partnership process, project strategic partnership checklist, and project strategic partnership report.
2.63. Project Long-Term Partnership	Project long-term partnership process, project long-term partnership checklist, and project long-term partnership report.
2.64. Project Exclusive Partnership	Project exclusive partnership process, project exclusive partnership checklist, and project exclusive partnership report.
2.65. Project Non-Exclusive Partnership	Project non-exclusive partnership process, project non-exclusive partnership checklist, and project non-exclusive partnership report.
2.66. Project Joint Venture Partnership	Project joint venture partnership process, project joint venture partnership checklist, and project joint venture partnership report.
2.67. Project Strategic Partnership Partnership	Project strategic partnership partnership process, project strategic partnership partnership checklist, and project strategic partnership partnership report.
2.68. Project Long-Term Partnership Partnership	Project long-term partnership partnership process, project long-term partnership partnership checklist, and project long-term partnership partnership report.
2.69. Project Exclusive Partnership Partnership	Project exclusive partnership partnership process, project exclusive partnership partnership checklist, and project exclusive partnership partnership report.
2.70. Project Non-Exclusive Partnership Partnership	Project non-exclusive partnership partnership process, project non-exclusive partnership partnership checklist, and project non-exclusive partnership partnership report.
2.71. Project Joint Venture Partnership Partnership	Project joint venture partnership partnership process, project joint venture partnership partnership checklist, and project joint venture partnership partnership report.
2.72. Project Strategic Partnership Partnership Partnership	Project strategic partnership partnership partnership process, project strategic partnership partnership partnership checklist, and project strategic partnership partnership partnership report.
2.73. Project Long-Term Partnership Partnership Partnership	Project long-term partnership partnership partnership process, project long-term partnership partnership partnership checklist, and project long-term partnership partnership partnership report.
2.74. Project Exclusive Partnership Partnership Partnership	Project exclusive partnership partnership partnership process, project exclusive partnership partnership partnership checklist, and project exclusive partnership partnership partnership report.
2.75. Project Non-Exclusive Partnership Partnership Partnership	Project non-exclusive partnership partnership partnership process, project non-exclusive partnership partnership partnership checklist, and project non-exclusive partnership partnership partnership report.
2.76. Project Joint Venture Partnership Partnership Partnership	Project joint venture partnership partnership partnership process, project joint venture partnership partnership partnership checklist, and project joint venture partnership partnership partnership report.
2.77. Project Strategic Partnership Partnership Partnership Partnership	Project strategic partnership partnership partnership partnership process, project strategic partnership partnership partnership partnership checklist, and project strategic partnership partnership partnership partnership report.
2.78. Project Long-Term Partnership Partnership Partnership Partnership	Project long-term partnership partnership partnership partnership process, project long-term partnership partnership partnership partnership checklist, and project long-term partnership partnership partnership partnership report.
2.79. Project Exclusive Partnership Partnership Partnership Partnership	Project exclusive partnership partnership partnership partnership process, project exclusive partnership partnership partnership partnership checklist, and project exclusive partnership partnership partnership partnership report.
2.80. Project Non-Exclusive Partnership Partnership Partnership Partnership	Project non-exclusive partnership partnership partnership partnership process, project non-exclusive partnership partnership partnership partnership checklist, and project non-exclusive partnership partnership partnership partnership report.
2.81. Project Joint Venture Partnership Partnership Partnership Partnership	Project joint venture partnership partnership partnership partnership process, project joint venture partnership partnership partnership partnership checklist, and project joint venture partnership partnership partnership partnership report.
2.82. Project Strategic Partnership Partnership Partnership Partnership Partnership	Project strategic partnership partnership partnership partnership partnership process, project strategic partnership partnership partnership partnership partnership checklist, and project strategic partnership partnership partnership partnership partnership report.
2.83. Project Long-Term Partnership Partnership Partnership Partnership Partnership	Project long-term partnership partnership partnership partnership partnership process, project long-term partnership partnership partnership partnership partnership checklist, and project long-term partnership partnership partnership partnership partnership report.
2.84. Project Exclusive Partnership Partnership Partnership Partnership Partnership	Project exclusive partnership partnership partnership partnership partnership process, project exclusive partnership partnership partnership partnership partnership checklist, and project exclusive partnership partnership partnership partnership partnership report.
2.85. Project Non-Exclusive Partnership Partnership Partnership Partnership Partnership	Project non-exclusive partnership partnership partnership partnership partnership process, project non-exclusive partnership partnership partnership partnership partnership checklist, and project non-exclusive partnership partnership partnership partnership partnership report.
2.86. Project Joint Venture Partnership Partnership Partnership Partnership Partnership	Project joint venture partnership partnership partnership partnership partnership process, project joint venture partnership partnership partnership partnership partnership checklist, and project joint venture partnership partnership partnership partnership partnership report.
2.87. Project Strategic Partnership Partnership Partnership Partnership Partnership Partnership	Project strategic partnership partnership partnership partnership

Passphrase

Start Date (MM/DD/YYYY)

Stop Date (MM/DD/YYYY)* 07/08/2030

 E-mail Passphrase Reset PIN Delete Proxy Relationship

PIN expiration date: Jul 16, 2029

E-mail address verified on: Jul 18, 2023

9. Check desired parent page authorizations

Inbox

New proxy identity



To: me · Wed, Jul 9 at 2:57 PM

You have been granted proxy access to [view and edit](#) Harding University Pipeline records. Proxy access allows you to have limited access to view student records such as billing, financial aid, grades, and other academic information.

To confirm your proxy access, you must click on the one-time Action Link (or paste this link into your browser), and enter the Action Password contained in this email:

Action Link: https://ssb.pipeline.harding.edu/hrdgbwgkpxya.P_PA_Action?p_token=QUFBWHdBQUFWQUFDStk5QUFV

Action Password: 4V4VZNL4

When you first log in you will be asked to confirm your email address and establish a new PIN for subsequent logins. Use your "Action Password" as your "Old Pin." You will also be asked to provide profile information about yourself so we may confirm your identity in the future. After your proxy access has been finalized, you may log in to this system any time using the Proxy Access instructions located at pipeline.harding.edu.

If you do not wish to access this student's records, or if you feel you have received this message in error, please contact Joshua Luallen at jluallen1@harding.edu.

Reply

Forward

2. Enter Action PIN from the received email

The e-mail you received contained an Action Link (which you have used to get here) and an Action Password used to verify that you are the intended recipient. You will also use this value as the "Old Pin" on the following page when establishing your new pin.

* - indicates a required field.

Action Password *

Submit

3. On Reset PIN page, change PIN (to what you would like your password to be) using the email address and PIN received in email, and click Save

****Note the required length of the password****

Reset PIN

After entering your email address and Action Password (Old PIN), enter your new PIN twice. A PIN can be a combination of letters or numbers. For higher security, we recommend using a use a combination of uppercase letters, lowercase letters and numbers.

Invalid e-mail or Old PIN. Please retype.

* - indicates a required field.

Minimum PIN length: 6 Maximum PIN length: 40.

Enter e-mail address *

Enter Old PIN *

Enter New PIN *

Validate PIN *

Save

4. Go back to the received email and click on link again. Enter you username and new password (PIN)

Proxy Access Login

Enter the e-mail address that was registered as a Harding University Pipeline proxy. Then enter the PIN that you previously defined. Students can register any e-mail address as a proxy and can then enable individual proxy access to selected Harding University Pipeline pages. All Pipeline pages are personal and confidential. The proxy PIN should never be shared. If you suspect that someone else may know your proxy PIN, enter your e-mail address and then reset your PIN using the 'Forgot PIN' button.

[Further Instructions for Proxy Access](#)

* - Indicates a required field.

E-mail Address *

PIN *

Login

[Forgot PIN](#)

5. Complete Proxy Profile information and click Save

Complete the profile information below, save, and proceed to tab containing your student's name. If you have been granted proxy access for multiple students, a separate tab will appear for each student.

You should see a tab for each student that has granted you proxy access. If no names are shown, the student has activated you as a proxy, but has not yet authorized you to view any information. Contact the student to resolve.

✓ Your new PIN has been successfully saved.

Profile [Harding University](#)

Required data missing : Address Line 1 : City : State : Zipcode : Gender : Birthdate

Proxy Profile
Please keep your Harding University Pipeline proxy information up-to-date. [Click here to change your PIN](#)

* - indicates a required field.

Salutation

First Name *

Middle Name

Last Name *

Name Suffix

Nickname

Home email E Mail Address *

Mailing Phone Area Code

Mailing Phone Number

Mailing Phone Extension

Primary Address Line 1 *

Primary Address Line 2

City *

State *

Zipcode *

Nation

Gender *

Birthdate (MM/DD/YYYY) *

SSN/SIN/TIN

Save

6. After you click save, a tab should appear with your student's name, click on your student's name

Proxy Access Home

Complete the profile information below, save, and proceed to tab containing your student's name. If you have been granted proxy access for multiple students, a separate tab will appear for each student.

You should see a tab for each student that has granted you proxy access. If no names are shown, the student has activated you as a proxy, but has not yet authorized you to view any information. Contact the student to resolve.

✓ Changes have been saved.

Profile [Harding University](#)

Proxy Profile
Please keep your Harding University Pipeline proxy information up-to-date. [Click here to change your PIN](#)

* - indicates a required field.

Salutation

First Name *

Middle Name

Last Name *

Name Suffix

Nickname

Home email E Mail Address *

Mailing Phone Area Code

Mailing Phone Number

Mailing Phone Extension

Primary Address Line 1 *

Primary Address Line 2

City *

State *

Zipcode *

Nation

Gender *

Birthdate (MM/DD/YYYY) *

SSN/SIN/TIN

Save

7. Click on whichever page you would like to view that your student has given you access to

Proxy Access Home

🔔 **Complete the profile information below, save, and proceed to tab containing your student's name.** If you have been granted proxy access for multiple students, a separate tab will appear for each student.

You should see a tab for each student that has granted you proxy access. If no names are shown, the student has activated you as a proxy, but has not yet authorized you to view any information. Contact the student to resolve.

✓ Changes have been saved.

Profile

Proxy Authorizations

Cashnet Authorized Payment

Click here to view statements or make payments. Student will need to set up a Authorized User account in CashNet. Proxy accounts will not work.

Pipeline access

The following Harding University Pipeline page links have been specifically authorized for you to view. All pages will display in a new window.

Contact the student if you have any questions about the information contained on these pages.

PROXY ALL PAGES for

Financial Aid Award Package
Student Account By Term
Student Holds
Midterm Grades
Final Grades
Emergency Contacts
Tax Notification (1098-T)

TO RETURN AND LOG IN:

1. Go to harding.edu/proxy
2. Enter your email address and PIN and click Login.
3. Click on your student's tab and select which page you would like to visit.

STILL HAVING TROUBLE:

1. Check out the helpful hints below to troubleshoot some scenarios. If that doesn't work--
2. Email proxy@harding.edu or call 501-279-4276 and the Alumni and Parent Relations Office will be glad to help.

A few helpful instructions:

**If you have multiple kids, you can use the same emails. You WILL NOT receive an email with every student with an action PIN. You should be able to login after completing your profile for the first student and each tab of each additional student should be present.

Proxy Access Home

Complete the profile information below, save, and proceed to tab containing your student's name. If you have been granted proxy access for multiple students, a separate tab will appear for each student. You should see a tab for each student that has granted you proxy access. If no names are shown, the student has activated you as a proxy, but has not yet authorized you to view any information. Contact the student to

Profile Luallen Luallen Luallen

Proxy Profile

Please keep your Harding University Pipeline proxy information up-to-date. [Click here to change your PIN](#)

* - indicates a required field.

Salutation

First Name * Rachel

Middle Name

Last Name * Luallen

Name Suffix


Nickname

Home email E Mail Address * *

Mailin Phone Area Code

***If for some reason you are having trouble logging in as a parent, you can always refer back to the email you received with the authorized links and click, 'forgot PIN' to reset it (i.e. reset your password).

Updated proxy access authorizations [Inbox x](#)

 proxyadmin@harding.edu
to me

To: 