WVU PARENT/GUEST PORTAL

STUDENTS: GRANT ACCESS TO PARENT/GUEST
DETAILED INSTRUCTIONS

1. Sign in to portal.wvu.edu with your WVU Login credentials and select the STAR button.

2. Once in STAR, click STAR Information System Login if you aren’t taken directly to your STAR account. Enter your WVU Login credentials if prompted.

3. Once you see the main menu, click Parent/Guest Portal at the bottom of the page.
4. Click **Proxy Management**.

Proxy Access Menu

5. Click **Add Proxy** to give a parent or guest access to your information. You can select what types of information they will be able to view.

Proxy List

**Add Proxy**

6. Enter their **First Name**, **Last Name**, and **valid Email Address**. Click the **Add Proxy** button when finished.

**Note:** The parent or guest will receive two emails titled **New proxy identity** and **New proxy relationship**. If their email has been used by another student, they will only receive the New proxy relationship email. This creates a student/guest relationship. If they don’t receive emails, they need to check their spam folder.
7. Once the proxy has been added, click **Expand** next to their name.

8. Click the **Profile** tab. Select **Relationship**, enter **Description** (e.g., Mom, Uncle Ray) and enter **Passphrase** (e.g., My pet’s name is Suzy). The Start and Stop Dates are populated by default for a six year period.

9. Click on **Email Passphrase** to notify your parent/guest of the passphrase so they can use it to contact necessary offices, as needed, under FERPA.

   **Note:** Your parent/guest will receive an email with the subject line **Send updated proxy passphrase** containing the passphrase you set.
10. Select the **Authorization** tab. Click boxes next to the items you wish to authorize your parent/guest to view. The information in red is related to bill pay.

**Note:** Clicking the box for an overall category will select all the boxes for that category (e.g., clicking Financial Aid Information will select all boxes in that category).

As a separate, but related process, you can also click on the **Personal Information** section within STAR and select **Update Student & Parent E-mail Addresses**. This is where you can add up to two email addresses to be copied on any e-billing notifications you receive.