Creating a Proxy

1.) Login to TheHeart: https://experience.elluciancloud.com/ecaesor686/
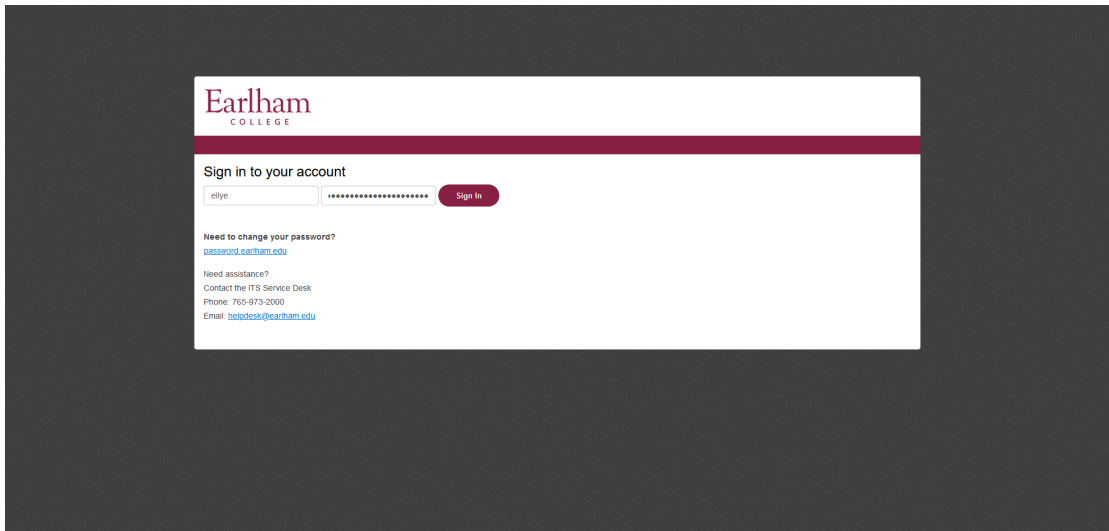
2.) Find and click on the 'Student Profile' card.
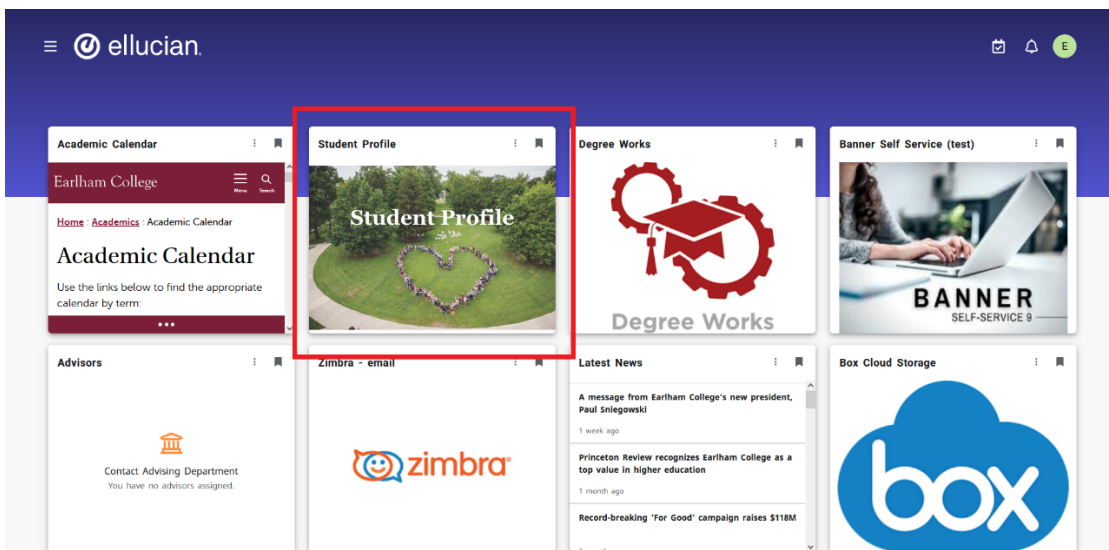
3.) Click 'Proxy Management' at the bottom left of the screen.

4.) Click 'Add New'

5.) Enter requested personal information of parent/guardian. The email address entered here will be your Proxy's username. **IMPORTANT:** Earlham College CAN NOT provide FERPA information over the phone to a Proxy without your authorization and the passphrase entered.

6.) Once you select the 'Relationship' type, you will be given a list of authorizations to choose from. The authorizations you choose (if any) is completely up to you. You are responsible for managing your Proxy(s) authorization access. You can make changes at any time.

7.) When all of required information is entered, hit 'Submit'. Your Proxy will be emailed all the necessary information for account setup along with an email containing their Passphrase.

8.) After submission, you will be taken back to the Proxy Management Main Page. From here you can add additional Proxys, edit existing Proxys, or delete Proxys.

9.) Click on the 'Edit' icon

10.) Click the 'Email Passphrase' link. ***This step is optional, HOWEVER, without this step your Proxy will be unable to request FERPA information over the phone.***

If encounter any errors, please contact Earlham ITS at 765-973-2000 or at
helpdesk@earlham.edu