ADDING A PROXY IN R'WEB

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REVISION HISTORY

Version	Date	Name	Description
	8/26/25	Cindy Juarez	Edit to procedure, screenshots, and links

INTRODUCTION AND PURPOSE

Students may give other people permission to view their student record information. Students can establish the proxy account, choose the information they have access to, and grant them permission to view information from Student Business Services, Financial Aid and/or Housing and to discuss that information freely with UCR employees.

Please Note: R'Web Authorization & Privacy settings allow you to authorize users to DISCUSS account information with Student Business Services and other campus offices, but in order to authorize users to VIEW billing information and online payments, you must authorize them separately in the Student Account tab of R'Web where it says Student Account Online.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Students
2. Financial Aid
3. Student Business Services
4. Housing

PROCEDURES

1. Go to Rweb.ucr.edu.
2. Enter your UCR NetID and password.
3. Click on the Authorized User icon.

Authorized User

4. Click: +Add New on the top far right side of the screen.

(+) Add New

5. Fill in the requested information.

Proxy Management • Proxy Information

Profile *(Required)*

First Name

| First Name |

Last Name

| Last Name |

E-Mail

| E-Mail Address |

Verify E-Mail

| Verify E-Mail Address |

Relationship ⓘ

| Authorized Proxy User ⌄ |

Start Date

| 08/26/2025 📅 |

Stop Date

| 08/26/2026 📅 |

Additional Information

Description

| Description |

Passphrase

| Passphrase |

Authorizations *(Required)* ⓘ

☐ Select All

Copy Authorizations ⓘ

| Select a Person ⌄ |

☐ Financial Aid Status
☐ College Financing Plan
☐ Financial Aid Dashboard
☐ Financial Aid Award History
☐ Financial Aid Award Offer
☐ Financial Aid Notifications
☐ Billing Account Information
☐ Billing Account Summary
☐ Student Holds
☐ Class Schedule: Week at a Glance
☐ Quarterly Grades
☐ Academic Unofficial Transcript
☐ Student Academic Summary
☐ Permission to speak with Student Business Services
☐ Permission to speak with Financial Aid
☐ Permission to speak with Housing Services

| Cancel | Submit |

6. Click: Submit

7. You will see the following message:

> ✅ The proxy has been successfully created.
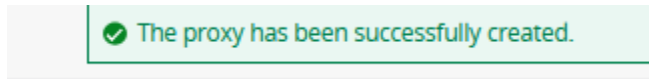
8. The Proxy will receive an email with the Ongoing Access Link to the Record.

UCR Proxy - Ongoing Access Link ➤ Inbox ×

reghelpdesk@ucr.edu   1:41 PM (1 minute ago)   ☆   ↩

to me ▾

To: Mary Little (██████████)

Your student has updated this account. This does not require any action from you. When you want to review your student's account you can log in at https://studentssb.ucr.edu/StudentSelfService/login/auth.

Your User ID is your full email address and your password is the personal password you created during the original set up of your account.

If you do not remember your password you can reset it at the link above and click on "Forgot Password".

If you do not recall your current list of authorizations, please reach out to your student to request they send you the list by clicking on "E-mail Authorizations" in their setup.

If you have any questions regarding your authorize user (proxy) account, please contact your student.

Thank you,
The Registrar's Office

9. Two additional emails will follow.

UCR Proxy - Initial Account Setup ➤ Inbox ×

reghelpdesk@ucr.edu   1:41 PM (6 minutes ago)   ☆   ↩   ⋮

to me ▾

To: Mary Little (██████████)

Mary Littlestlamb has added ██████████ as an authorized user (proxy) in their UCR R'Web Self-Service. If you are not sure what authorization your student provided, please reach out to your student to request they send you the list by clicking on "E-mail Authorizations" in their setup.

NOTE: This URL can only be used once and is active for a limited time. A temporary password will be sent to you in a subsequent email and your User ID is your full email address.

Please use the following URL to activate your account.
https://studentssb.ucr.edu/StudentSelfService/ssb/proxy/proxyAction?p_token=QUFCTURFQUFiQUFMMNDJ3QUFZ

If you feel you have received this message in error, please forward to reghelpdesk@ucr.edu

Thank you,
The Registrar's Office

UCR Proxy - Initial Account Setup - Temp password ➤ Inbox ×

reghelpdesk@ucr.edu
to me ▾

1:41 PM (8 minutes ago) ☆ ↩

To: Mary Little (▬▬▬▬▬)

You should have already received an email with the authorized user (proxy) access URL.
Use (▬▬▬▬) as the initial password when you access the URL.

The first time you connect to the web site you will be asked to establish a permanent password for subsequent logins.

If you feel you have received this message in error, please forward to reghelpdesk@ucr.edu

Thank you,
The Registrar's Office

The Proxy will now be able to log in to the account. Please remember, that a student can revoke or edit the granted access at any time.