HARDING

ADDING PIPELINE PARENT ACCESS

STUDENT INSTRUCTIONS
- Log in to pipeline.harding.edu using user name and password
- Under My Info box on left, click on Personal Info, then on any link listed below
- Click on Proxy Access tab at the top of the page
- Click on Proxy Management Link
- Click Add Proxy
- Fill out parent name and email address information and click Add Proxy
- Under Proxy List, click Expand on the name of the proxy
- 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)
- Click Authorizations tab at top of page
- Check desired parent page authorizations

USING PIPELINE PARENT ACCESS

PROXY USER INSTRUCTIONS
Click on link in received email, noting the Action Password below
- On Reset PIN page, change PIN using the email address and PIN received in email, and click Save
- Complete Proxy Profile information and click Save
- At pipeline.harding.edu, click Proxy Access then Proxy Access Login
- Login with email address and new password
- Click the tab with the student's name at the top of the page
- Under Proxy Authorizations, click on the student information you wish to view