



OTHER IMPORTANT FEATURES OF PROXY MANAGEMENT

Upon clicking on the edit icon for the corresponding proxy on the Proxy Management page, you will have the ability to view various information from the different tabs as well as perform certain actions.



Proxy Authorization History

You have the ability to view the authorization history to determine which pages have been enabled and disabled in the past for a proxy under the **History** tab.



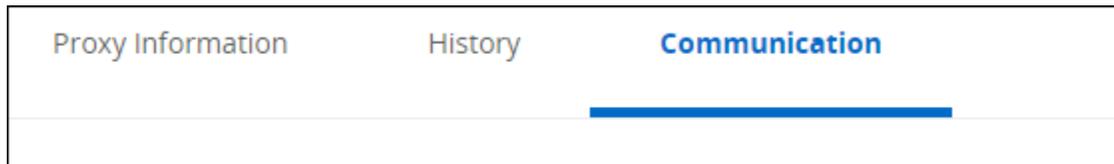
In this tab, you will find an authorization log that lists the history of your authorizations for the proxy as well as the times that the proxy has accessed your information. This log provides you with the following:

- Date. A date and time of the change in authorization
- The Action. Actions of Enabling and Disabling refers to you granting or revoking authorizations. The action of Login or View refers to actions of your proxy as they have accessed your information.
- Page. The title of the page.

Authorization Log ⓘ		
Date	Action	Page
07/01/2022 11:11 AM	Login	Display authorization menu
07/01/2022 11:10 AM	Login	Display authorization menu
07/01/2022 11:01 AM	Enable	College Financing Plan
07/01/2022 11:01 AM	Enable	College Financing Plan

Proxy Communication Log

The **Communication** tab holds a detailed list of any notification messages transmitted to the Proxy (in order from newest to oldest), and the subject of the messages that have been sent. For example, when you add a proxy, they are sent email messages informing them that you have granted them access. The history of the transmission of these types of messages is kept in this log.



The Action Date refers to the date the proxy activated the URL within that particular message (*only pertains to certain communications*). The Expiration Date refers to when the URL within the messages will last be active.

Transmit Date	Subject	Action Date	Expiration Date	Resend
06/09/2022 10:22 AM	Welcome to UTRGV Proxy Portal	06/09/2022	06/14/2022	
06/09/2022 10:22 AM	UTRGV Proxy Access Granted			
06/09/2022 10:22 AM	Your UTRGV Proxy Access Code		06/14/2022	

Resend an Email

If the proxy does not receive an email message or accidentally deletes it, navigate to the Communication tab and click the message icon in the **Resend** column of the log to resend the email. You will then see a message in the upper right-hand corner letting you know the email has been re-sent.

Action Date	Expiration Date	Resend
06/09/2022	06/14/2022	

✔ You have requested a communication resend email for this proxy; an email message has been sent to the proxy.

Confirmation Email of Authorized Pages

If you choose, you may also send a confirmation email to your proxy after they have activated their account that includes a listing of their authorized pages. To do so, access the **Proxy Information** tab and click on **Email Authorizations** located at the bottom of the authorized pages. You will then see a message in the upper right-hand corner letting you know that an email message with authorizations has been sent to the proxy.

