



## Parent/Guardian/Spouse Instructions for Authorized Release of Records

### Parent /Guardian/Spouse Instructions:

Before beginning this process, it is best to be on a computer or laptop with a stable internet connection.

**It is not advisable to go through this process on a phone or tablet.**

1. Check your email. You should have received an email from **registrar** titled **Pittsburg State University eProxy Access**
  - a. If you do not see this email, check your spam/junk folder
  - b. If you are still unable to locate the email your student will need to revoke access and re-add you
2. The email received should state the following or something similar:

Attention: *PARENTS NAME*

Hi there! *Your Students Name* has authorized you to access his/her Pittsburg State University Account, but you'll need to set up your own Gorilla User System (GUS) account by 10/26/2023. Don't worry, it's easy!

\*Just click the link provided below

\*Answer a few questions

\*Use the keyword that *Students First Name* gave you

With this access, you can share electronic information through GUS, and if you need to speak with an administrative office, just provide them with the keyword. If you have any questions, just reach out to *Students First Name* at *StudentName@gus.pittstate.edu email address* or check out the additional information at

<https://go.pittstate.edu//aw.faq.generator?qLEHj1BvddapM&ListID=F000160&DetailID=&Option=0>

If you received this message in error, contact us at [registrar@pittstate.edu](mailto:registrar@pittstate.edu) or 620-235-4200.

LINK: <https://go.pittstate.edu/eproxy.token?qLEHj1OIKlapM&TOKEN=rwuhwrcjrttfdpx>

3. You will only have until the date specified in the email to setup your account. If you have not setup your account by then your student will need to resend the invite.
4. Click on the LINK at the bottom of the email to go to the **eProxy Authentication** page
5. Click on **Create a new Gus Account**
  - a. If you already have a child going to PSU and have gone through this process previously you will need to choose, **If you know you have a GUS account....**
  - b. If you do not recall your Gus credentials choose, **If you assume you have a GUS account....**
6. On the **“eProxy Authentication Create New GUS Account”** page, fill in the required information (every field with a \*).
  - a. The **Keyword** should have been provided by the person who granted you access.
  - b. Click the **Continue** button when finished.
  - c. There will be a pause before the next page loads.

**DO NOT CLOSE WAIT FOR THE PAGE TO REFRESH**
7. At the top of the next page you will see **“Your new PSU ID is:”** and a 7-digit number
  - a. **WRITE THIS NUMBER DOWN.** Keep it in a safe place, you will need it later
8. Click on the link, **“Click here to set your new password”**
9. A new tab will open a page called, **“Password Set/Request.”** At the bottom of the page you need to type in your PSU ID from step 7 into the field, **“Please Enter your PSU ID,”** then click **Submit**
10. On the **“Help us protect your account”** page, choose the **Verification Option**
  - a. In the dropdown box you should see **“Email: fg\*\*\*\*\*@something.com.”** This will be the email address used to sign you up for eProxy access. Select it
  - b. Then type your full email address in the **Confirm Email** field, then click **Next**
11. **DO NOT CLOSE THIS PAGE**

Instead open a new tab in your current browser or a new browser window and check your email.
12. You should receive an email from **PSU Account Services** titled **PSU Password Reset**
  - a. If you do not see this email, look in your spam/junk folder

13. Open the email and find **Your PSU Password code**:
  - a. Write down the code shown
14. Go back to the browser or Tab that has the page, **“Help us protect your account”**
15. Type in the code from the email you received and click **Submit**.
16. On the **“Set/Reset PSU Unified Password”** page, follow the guidelines to create a new password.
  - a. Then type in a password in the **“New Password”** field
  - b. Type it again in the **“Confirm Password”** field.
17. Scroll down and check the box for, **“I acknowledge that I have read each of the above policies”**
18. Click the **Submit** button and wait for the next screen. There will be a long pause before the page refreshes.  
**DO NOT CLOSE, WAIT FOR THE PAGE TO REFRESH**
  - a. **Make sure to write this password down and keep it with your ID number.**
19. If your password was accepted the page will refresh saying **Thank You** at the top. You can close this tab
20. You should be back on the page showing you your PSU ID number. If so, you can close this tab.
21. In your browser URL bar type in <https://gus.pittstate.edu> and enter
22. Click on the **“Login to MyGUS”** button in the upper right corner
23. The right side of the **PITTSTATE Sign In** screen should look like this:

**PITTSTATE**

Sign in

Enter your PSU Email (e.g. gusgorrila@gus.pittstate.edu)

Next

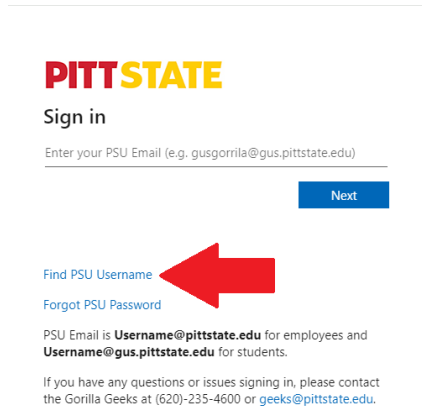
[Find PSU Username](#)

[Forgot PSU Password](#)

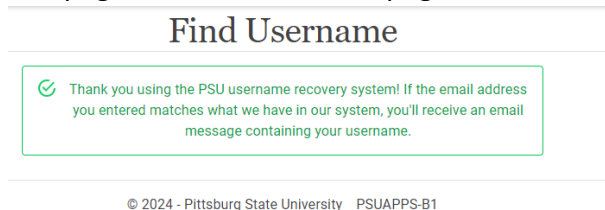
PSU Email is **Username@pittstate.edu** for employees and **Username@gus.pittstate.edu** for students.

If you have any questions or issues signing in, please contact the Gorilla Geeks at (620)-235-4600 or [geeks@pittstate.edu](mailto:geeks@pittstate.edu).

24. Click on the **“Find PSU Username”** link shown in the picture below.

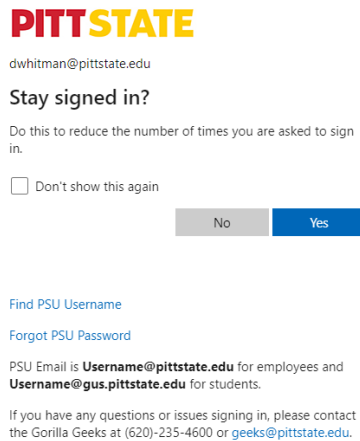


25. You should be on the “**Find Username**” page. Type in the 7-digit PSU ID number, created earlier, in the “**PSU ID**” field, then click “**Continue**”
26. Next you will be asked, “**How would you like to receive your username?**” Click the dropdown and you should see “**Email: fg\*\*\*\*\*@something.com.**” This should be your email address, select it.
27. Type in the full email address that matches the one you selected in the last step. Click “**Continue**”
28. The page should refresh to a page like this:



29. Close this page and check your email. You should have received a message from “**PSU Account Services**” with the subject “**PSU Username Recovery**”
  - a. If you do not see this email, check you spam/junk folder.
30. When you open this email, you will see your PSU username. Write this down and keep it with the ID number and password you created earlier.
31. At this point you should have written down the following:
  - a. Your 7-digit PSU ID number
  - b. Your PSU Password
  - c. Your PSU Username
  - d. If you have all of these continue to the next step, otherwise **STOP** and review the prior steps.
32. Go back to the “**PITTSTATE Sign In**” page, type in the username you just wrote down and click **Next**.
33. Enter the password you wrote down, then click **Sign in**

34. You may see the screen below asking if you want to stay signed in. You can choose either Yes or No to continue.



**PITTSTATE**  
dwhitman@pittstate.edu

**Stay signed in?**

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

[Find PSU Username](#)  
[Forgot PSU Password](#)

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35. Locate Gus Classic (may need to search for it)

36. On the left side you should see **eProxy Access**, click on it

37. In the center of the page, click on **View Records**

38. Choose the appropriate area for the records you want to look at

39. If you are unable to access a specific area the you will need to speak with your student to see if they gave you access to those records.