



Login into Self Service either through the direct link (ssb.astate.edu) or through myCampus

Once you are logged in, click Student on the Main Menu

**Arkansas State University**

[Personal Information](#) [Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#) [Finance](#)

Search   [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

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[Personal Information](#)  
Update addresses, contact information; Change your PIN.  
Please keep your address and telephone number current to help ensure that you receive important ASU communications.

**[Student](#)**  
Apply for Admission, Register, View your academic records and Financial Aid.

[Financial Aid](#)  
View your Financial Aid information.

On the Student menu, click Student Records

**Arkansas State University**

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Student and Financial Aid

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[Admissions](#)  
Apply for Admission or Review Existing Applications

[Registration](#)  
Check your registration status, class schedule, and add or drop classes.  
● See your advisor to discuss your academic plan. Your advisor will remove your advising hold after you have met.  
● Clear any registration holds with the appropriate office. Check to see that holds are then cleared.  
● If you are required to complete MATH 0003 or MATH 0013, please select your CRN for the preferred section and contact Advising Services (972-3001) for registration into the selected math course only. Note: If registration.  
● All remedial holds are handled in Advisement Services.

**[Student Records](#)**  
View your holds, grades, transcripts and account summary. Set up payment plans or deposits.  
Students should view their Account Summary to make sure that their account is clear. Registration and transcript holds are placed on all accounts with outstanding balances.

[Financial Aid](#)  
Apply for Financial Aid, review status and loans

At the bottom of the Student Records menu, you will see a Proxy link, click the link.

[Select Tax Year](#)

[Application/Intent to Graduate Form](#)  
Associate degree students must have completed a minimum 42 overall earned hours and a minimum 2.0 overall GPA.  
Bachelor's degree students must have completed a minimum 102 overall earned hours and a minimum 2.0 overall GPA.  
Masters/Specialist/Doctoral degree students must have completed a minimum 15 overall earned hours and a minimum 2.5 overall GPA.

**[Proxy Menu](#)**

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On the Proxy page you will see a Proxy Management link, click the link.

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### Proxy Access Menu



[Proxy Management](#)

This page allows you to add proxy access to selected Banner Web pages. Anyone with an e-mail address can be

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Here you will see the link to add a proxy, click the link.

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### Proxy Management

#### Proxy List

Expand a proxy to define relationship type, begin and end dates, and authorizations.

Your proxy list is empty.



 [Add Proxy](#)

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Setup fields will display just below the link, complete each field and click the Add Proxy button. This will generate emails to the proxy and student letting them know an account has been created.

#### Add a Proxy

Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.

\* - indicates a required field.

**First Name\***   
**Last Name\***   
**E-mail Address\***   
**Verify E-mail Address\***




Once added, the proxy will appear on your list. Click the proxy's name to expand the list and view your options. Any changes made here will generate emails to the proxy and student notifying them of the changes.

## Proxy Management


A new proxy has been successfully added.

### Proxy List

 Expand a proxy to define relationship type, begin and end dates, and authorizations.




 [Expand John Doe](#)

0 pages 

 [Add Proxy](#)

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The Profile tab contains the information above. Setting the Relationship field is required and without this set the proxy cannot view records. The Description field and Passphrase field are optional. These are additional verification features. The Start and End dates allow you to set when the proxy has access and when the access will be terminated. These are also required. Once you have entered the required and optional information, you can collapse the proxy by clicking there name or moving to the next tab. This effectively saves the changes you made to these fields.

 [Collapse John Doe](#)

**Profile**

**Authorization**

**History**

**Communication**

### Proxy Profile

Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship type. T FERPA identity for phone calls or other off-line queries by this proxy. You must communicate the passphrase to your p

Special profile tab information text dealing with parents.

\* - indicates a required field.

**Relationship\***

Parent or Legal Guardian ▾

**Description**

Father

**Passphrase**

Astate123

**Start Date (MM/DD/YYYY)\***

04/29/2015

**Stop Date (MM/DD/YYYY)\***

10/26/2015



E-mail Passphrase



Reset PIN



Delete Proxy Relationship

The Authorization tab is where the student grants specific access to the proxy. Check the desired areas you want the proxy to have access to and the access will appear once the proxy logs into the system. Click to collapse the proxy or another tab to save the changes. Again, this will generate an email to the student and proxy.



**Page Authorization**

Select the information pages your proxy should be able to access. Once au these pages when they log in.

Special authorization tab information text dealing with parents.

- Parent Access Check to Select or Deselect ALL items below.
  - View Addresses
  - View Emergency Contacts
  - Account Summary by Term
  - View Holds
  - Student Detail Schedule
  - Academic Transcript
  - Midterm Grades
  - Final Grades

The History tab allows students to see what changes have been made with proxy access by them in the system.



**Authorization Log**

This list is the history of your authorizations for this proxy (newest to oldest).

Special history tab information text dealing with parents.

Date	Action	Page
Apr 29, 2015 04:19 pm	Enable	View Addresses
Apr 29, 2015 04:19 pm	Enable	View Addresses
Apr 29, 2015 04:19 pm	Enable	View Emergency Contacts
Apr 29, 2015 04:19 pm	Enable	View Emergency Contacts

The Communication tab allows students to see what email correspondence has been sent to the proxy and allows them to resend emails if needed.




**Communication Log**

Action date is when the proxy activated the URL within the message. Expiration date is when the URL within the message will last be active.

Special communication tab information text dealing with parents.

Transmit Date	Subject	Action Date	Expiration Date	Resend
Apr 29, 2015 04:10 pm	Updated proxy relationship			
Apr 29, 2015 04:07 pm	New proxy relationship			
Apr 29, 2015 04:07 pm	New proxy identity		May 04, 2015	

Students can update and remove proxy access at any time. To change access, go to the desired tab and update information accordingly. To complete remove proxy access, click Delete Proxy Relationship under the Profile tab.

 Collapse John Doe

**Profile** | Authorization | History | Communication





**Proxy Profile**

Please select your relationship with this proxy. The list of pages available to the proxy is based on FERPA identity for phone calls or other off-line queries by this proxy. You must communicate the p:

Special profile tab information text dealing with parents.

\* - indicates a required field.

<b>Relationship*</b>	Parent or Legal Guardian ▾
<b>Description</b>	Father
<b>Passphrase</b>	Astate123
<b>Start Date (MM/DD/YYYY)*</b>	04/29/2015
<b>Stop Date (MM/DD/YYYY)*</b>	10/26/2015

 E-mail Passphrase   Reset PIN  Delete Proxy Relationship 