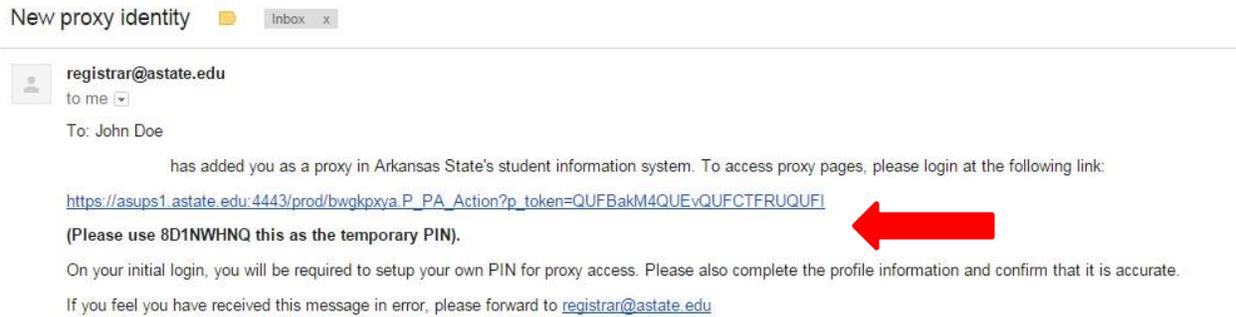




OFFICE OF THE REGISTRAR

Proxy (Parent) Access Setup

Once the student has created the proxy account in their Self Service account, the proxy should receive a notification email alerting them titled "New proxy identity". This email will contain the verification link and temporary PIN for initial access for the proxy. Click the link and record the PIN for the initial login.



When you click the link, you will be delivered to a webpage to enter the temporary PIN provided in the email in the Action Password field. Enter the PIN in this area and click Submit.

The e-mail you received contained an Action Link (which you have used to get here) and an Action Password used to verify your PIN.

* - indicates a required field.

Action Password*

RELEASE: 8.7

Once submitted, you should be redirected to verify your email address and select a new PIN. Enter the email address where proxy access was granted. The Old PIN will be the temporary PIN in your email. The new PIN can be of your choosing. We strongly suggest you use a 6 digit PIN that is familiar to only you such as a birthdate, anniversary, etc. Once you have entered the information, click Save.

Reset PIN

Enter your new PIN twice. A PIN can be a number, password or passphrase. For higher security, use a combination of uppercase letters, lowercase letters and numbers.

Welcome to the Banner Web proxy access system. Your e-mail address has been verified. The next step is to save your security PIN for proxy access.

* - indicates a required field.

Minimum PIN length: 6 Maximum PIN length: 15.

Enter e-mail address*

Enter Old PIN*

Enter New PIN*

Validate PIN*

When this information has been completed, the proxy needs to complete their profile by adding mailing address information. Everything with a red asterisks next to it required information. If this is not completed, the proxy cannot view permitted areas. Once the required information is entered, click Save.

Required data missing : Address Line 1 : City : State : Zipcode : Nation

Proxy Profile

 Please keep your Banner Web proxy information up-to-date.

 [Click here to change your PIN](#)

* - indicates a required field.

Salutation	<input type="text"/>
First Name *	<input type="text" value="John"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Doe"/>
Name Suffix	<input type="text"/>
Nickname	<input type="text"/>
E Mail Address *	<input type="text"/>
Permanent Phone Area Code	<input type="text"/>
Permanent Phone Number	<input type="text"/>
Permanent Phone Extension	<input type="text"/>
Mailing Address Line 1 *	<input type="text"/>
Mailing Address Line 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="Not Applicable"/>
Zipcode *	<input type="text"/>
Nation *	<input type="text" value="Not Applicable"/>
Gender	<input type="text" value="Select Gender"/>
Birthdate (MM/DD/YYYY)	<input type="text"/>

Once you save the information, you should see tabs with any student's name who has granted you proxy access. Click the student's name and the information you have access to should display below and can be clicked to view.

[Profile](#) [Jane Doe](#)

Proxy Authorizations

 The following Banner Web page links have been specifically authorized for your use. All pages will display in a c have completed all proxy access.

We appreciate your effort to be a good parent.

Parent Access for

- [View Addresses](#)
- [View Emergency Contacts](#)
- [Account Summary by Term](#)
- [View Holds](#)

