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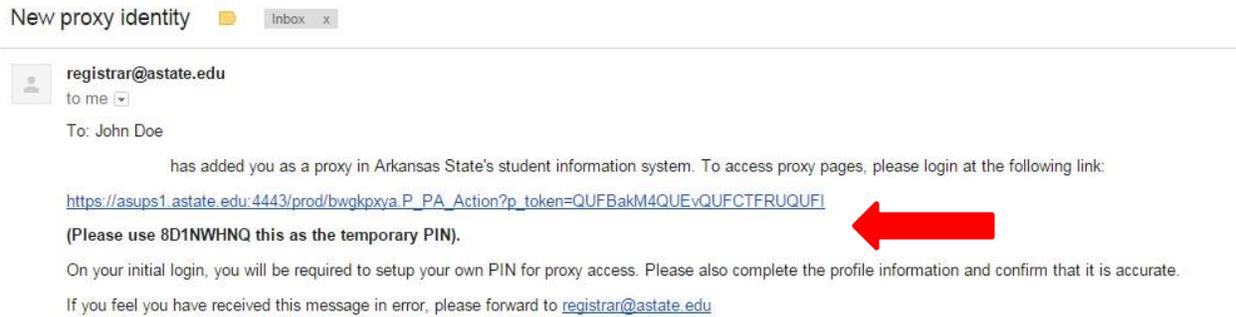
When you click the link, you will be delivered to a webpage to enter the temporary PIN provided in the email in the Action Password field. Enter the PIN in this area and click Submit.

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.

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

Save

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 (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