Proxy SSB9 Guide

Access Proxy SSB9 2 different ways:

1. My Profile** = Proxy Management Box

   **Access My Profile from the Student Profile:

   Click the 4-sqaure menu, Banner – Personal Information, then click the state logo.

2. Listed in the 4-square menu:

Both lead you to this page:
Create a Proxy in SS89:

1. Access Proxy Management (above instructions)

2. Click the Add New (below window will appear)

3. Complete all fields – Profile Section. (REQUIRED)
   a. Notes:
      i. Relationship = Parent or Legal Guardian, then, the Start Date/Stop Date automatically complete
   b. Example Shown Below:

4. Complete all fields – Additional Information.
   a. Notes: This is NOT Required and can be skipped.
      i. Description – Example: Proxy for Mom
      ii. Passphrase – Example: Cats123
   b. Example Shown Below:
5. Complete all fields – Authorizations (REQUIRED)
   a. Notes:
      i. You can **Select All** or Click the box next to the ones to authorize the proxy to view.
      ii. **Financial Aid** is **ALL or NONE** – if you just click one box – Proxy still won’t see Financial Aid data.

Examples Shown Below

6. Complete the Proxy setup – Click Submit.
   a. Notes:
      i. Box will appear that says the proxy has been created.

Example Shown Below

7. Then you are back to the Proxy Management Box
   a. Notes:
      i. From this menu – you can edit/delete the proxy that you have just created or add another Proxy
      ii. This will be listed as Inactive until the Proxy completes the setup steps.
      iii. You will see 2 message in Blue until the proxy has accessed the account.

Example Shown Below

Proxy Management

- The proxy password is disabled.
- E-mail was not verified
8. After the Proxy has completed the setup. (Directions in next section.)
The student will receive 2 emails:
Examples Shown Below

9. Proxy Management – Student View – After the account has been activated by the Proxy.
Example Shown Below
Proxy Setup in SSB9:

1. Proxy Management Creation (above instructions) sends 4 emails to the student and the proxy with directions for accessing the proxy account all from registrar@astate.edu

New Proxy Confirmation - Temporary Password to Access Proxy:

New Proxy Identity – One Time Use URL to setup of Proxy:

New Proxy Relationship – URL that will be used to access Proxy Management after Initial setup:

Updated Proxy Relationship - URL that will be used to access Proxy Management for the Proxy:
2. Access the One-Time Use URL. (New Proxy Identity Email)
   Example Shown Below

3. Enter the Initial Password. (New Proxy Confirmation Email) The next page will open.
   Example Shown Below

4. Complete all 4 boxes.
   a. Enter your email Address used for Proxy.
   b. Initial Password. (New Proxy Identity Email)
   c. New Password (Only Numbers are allowed here.)
   d. Enter the Password again from C.
   e. Click the Submit Button.
   Example Shown Below

5. Sign In - Proxy Management page.
   a. Username = Your email used for Proxy Management
   b. Password (numbers only) that you just created above.
   i. NOTE: This is also where you can go if you have Forgotten your Password.
   Example Shown Below
6. Multi-Factor Authentication is setup on Proxy (Email is ONLY sent to the Proxy)
   a. Click the One-Time Password Button to get the email.
   b. This will be requested every time the Proxy accesses the Proxy Management page.
   
   Example Shown Below

   ![Banner®]

   Please request a One-Time Password using the button below. Once requested, an email will be sent to you containing steps to identify your identity.

   Submit One-Time Password

   The One-Time Password is single-use and time-limited. If you do not use your One-Time Password, it will no longer be valid, and you will need to request a new one to gain access to your application.

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7. Email will be received with the One Time Password (New Proxy OTP Code)
   
   Example Shown Below

   ![Banner®]

   To:

   This is a temporary one time code you requested. Please use this code to complete your request. If you feel you have received this message in error, please forward to registrar@a-state.edu

8. Enter the One Time Password. Submit.
   
   Example Shown Below

   ![Banner®]

9. Proxy Personal Information – Personal Details (Nothing to complete here)
   
   Example Shown Below

   ![Proxy Personal Information]

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

   Personal Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Nickname</td>
<td></td>
</tr>
</tbody>
</table>
10. Proxy Personal Information – Contact (Nothing to complete here)
   Example Shown Below

11. Proxy Personal Information – Address (Must be completed.)
    Example Shown Below

12. Proxy Personal Information – Other Info (Not Required.)
    Example Shown Below

13. Click the Submit Button at the Bottom of the page.
    Example Shown Below

14. You now have access to the Proxy data that the Student authorized you to see in Proxy Management.
    Main Landing Page
    Example Shown Below

15. Use the I am a proxy for – Select a view (drop down box)
    Example Shown Below
16. Examples of a few of the pages that you can access.
   a. Notes: Click the logo to navigate back to the Proxy Main Page.

17. Sign Out – Click the person Icon then.
Proxy SSB9 Student Deletes the Proxy:

1. Proxy Management
2. Click the garbage can.
   Example Shown Below

3. Confirm the Delete of the selected Proxy.
   Example Shown Below

4. If that was your only Proxy setup in SSB9.
   Example Shown Below

5. Student and Proxy will receive an email confirming the delete of the Proxy.
   Examples Shown Below