# *Proxy Access*

Proxy Access is a new service that allows students the ability to designate individuals as "proxies" to view their Banner Accounts.

### Who can have proxy access?

Proxy access is determined by the student. The student can create proxy viewing access by logging into his/her Banner Account

### Can more than one person have proxy access?

Yes. The student can give access to a number of individuals. It is recommended to limit access to parents/guardians.

### What areas of Banner can the Proxy view?

The student determines what the proxy is able to access. Proxy access can be given to the following areas:

- ☐ View Address
- ☐ View E-mail
- ☐ View Course Schedule
- ☐ View Academic Transcript
- ☐ View Midterm Grades
- ☐ View Final Grades
- ☐ View Holds
- ☐ View Eligibility Requirements
- ☐ Display Financial Aid Awards

*Midterm grades are only assigned the first* year.

*This does not give access to view or pay tuition. Separate login needed:* Click here

### How can Proxy Access be established?

The student logs into his/her Banner Account under Secure Area to create Proxy Access. **Proxy Access PDF 1**

### Do I have to establish a Passphrase for the Proxy?

Yes. If the student wants to authorize the proxy to contact a professor or advisor at the university. The Proxy will be asked for the "passphrase" when contacting these offices. The passphrase would be sent in an email to the Proxy. This is sent in a separate email. It is not your login temporary/action password

### Can Proxy Access be cancelled?

Yes. The student can revoke access to his/her banner account by putting an end date for the proxy in his/her account.

### How does the "Proxy" access the Banner Account?

The "Proxy" will receive a series of emails with links to access the Banner Account.  A temporary password/action passphrase will be in the body of the email. When the proxy first logs onto the web site the proxy will be asked to establish a password for subsequent logins.  The proxy must then complete the profile information. -. *Proxy Access PDF 2*

### How does the "Proxy" access the approved viewing areas?

The student must have completed the "page authorization" area and the Proxy must have logged in and completed the profile information area. Once complete the Proxy's clicks on the student's name and the area he/she wished to view.

### Can the "Proxy" call the school to talk to the professors or academic advisor?

The student would need to create a "passphrase" to authorize this.  The Proxy will be asked for the "passphrase" when contacting these offices.  The passphrase would be sent in an email to the Proxy.

### Can I pay the bill through "Proxy access"?

No. Currently this is not available.  To view and pay the bill the student must give separate authorization through the Bursar's website. *Click here*