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

On the Student menu, click Student Records.

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

Proxy Menu

RELEASE: 8.7
On the Proxy page you will see a Proxy Management link, click the link.

Arkansas State University

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 added as a proxy. This feature is available in Banner release 8.7.

© 2015 Ellucian Company L.P. and its affiliates.

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

Arkansas State University

Proxy Management

Proxy List

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

Your proxy list is empty.

Add Proxy

© 2015 Ellucian Company L.P. and its affiliates.

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*  John
Last Name*  Doe
E-mail Address*  johndoe@astate.edu
Verify E-mail Address*  johndoe@astate.edu

Add Proxy
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

**Add Proxy**

RELEASE: 8.7

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.

**Proxy Profile**

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

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.

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

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

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td></td>
</tr>
<tr>
<td>Authorization</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
</tr>
</tbody>
</table>

### 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 pages available to this proxy.

- Indicates a required field.

**Relationship**
- Parent or Legal Guardian

**Description**
- Father

**Passphrase**
- Astate23

**Start Date (MM/DD/YYYY)**
- 04/29/2010

**Stop Date (MM/DD/YYYY)**
- 10/26/2010

- E-mail Passphrase
- Reset PIN
- Delete Proxy Relationship