Accessing Records as a Proxy – Instructions for Third Party

When a student creates an individual as a Proxy in the Banner system, that individual will receive three initial emails sent to the email address the student has designated. One email will provide a temporary account activation link followed by another email containing a temporary password and a third email containing the login link for future access to the system. Each needs to be **read carefully**; note that one is marked "**READ FIRST**."

- The email with the "**READ FIRST"** in the subject line provides a temporary account activation link that will be used by the Proxy to establish their profile.
- A second email with the subject of **"New proxy confirmation"** provides an initial temporary password used by the proxy when you access the account activation link given in the "READ FIRST" email.
- A third email, with the subject of **"New proxy access,"** provides the link you will use for all future access to the system; you may also want to bookmark the site in your browser.

1. Click on the link in the **"READ FIRST"** email and enter the initial temporary password from the "New proxy confirmation" email. Select "submit."

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Enter your Initial Password, then click Submit to continue.

User name is the proxy's email address.

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| Initial Password | Submit |

An email you received contained a URL (which you have used to get here), and a separate email contained an initial password. These are used together to verify that you are an intended recipient. You will also use the password for the "Initial Password" on the following page when establishing your new password.

2. Set a new permanent password. Once your email address has been confirmed, a second screen titled **Reset your security password for Proxy Access** will appear. Enter the email address your student provided followed by the Initial Password provided in your second email. Enter your New Password in the next two boxes. Select Submit.

3. Your **proxy access** credentials have now been established. You'll be redirected to the standard login page to sign in with your email address and new permanent password. **Bookmark this page for future logins.**

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4. Once logged into Proxy Self Service, on the **Home screen** you will see a tile for proxy personal information and the student(s) for whom you are a proxy.

Hello ▓▓▓▓▓▓▓▓▓

ⓘ **You've been authorized to view content for the student(s) below. Click each tile to select the page you wish to view.**

👤 **Proxy Personal Information**
View/Update Proxy Personal Information.   ›

🎓 **I am a proxy for** ▓▓▓▓▓▓▓▓▓   Select to view ⌄

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5. To update your **proxy personal information,** select the first tile. You can update this information any time you enter the system. This is where you can change the email address you login with but this does require further verification. Note that the profile page also has a link to change your password if necessary in the top right.

Proxy Personal Information   Click here to change your password.

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

Personal Details   * - indicates a required field.

Salutation	First Name*	Middle Name
Salutation		Middle Name

Last Name*	Name Suffix
	Name Suffix

Contact   * - indicates a required field.

Home E-Mail Address*	Phone Area Code	Phone Number
	Phone Area Code	Phone Number

Phone Extension
Phone Extension

Address   * - indicates a required field.

Mailing Address Line 1	Mailing Address Line 2	City
Mailing Address Line 1	Mailing Address Line 2	City

State	Zip Code	Nation

Rev 6/2021

**6.** To **view authorized pages** for a student**,** navigate to the second tile. Click on the drop-down to see the list of authorized pages. Each item listed represents the information the student has granted you access to view. Simply **select the item to view the information** and a new page will open. You may also be authorized to speak with WSU about the records the student has selected. Visit www.wichita.edu/proxy to learn more.
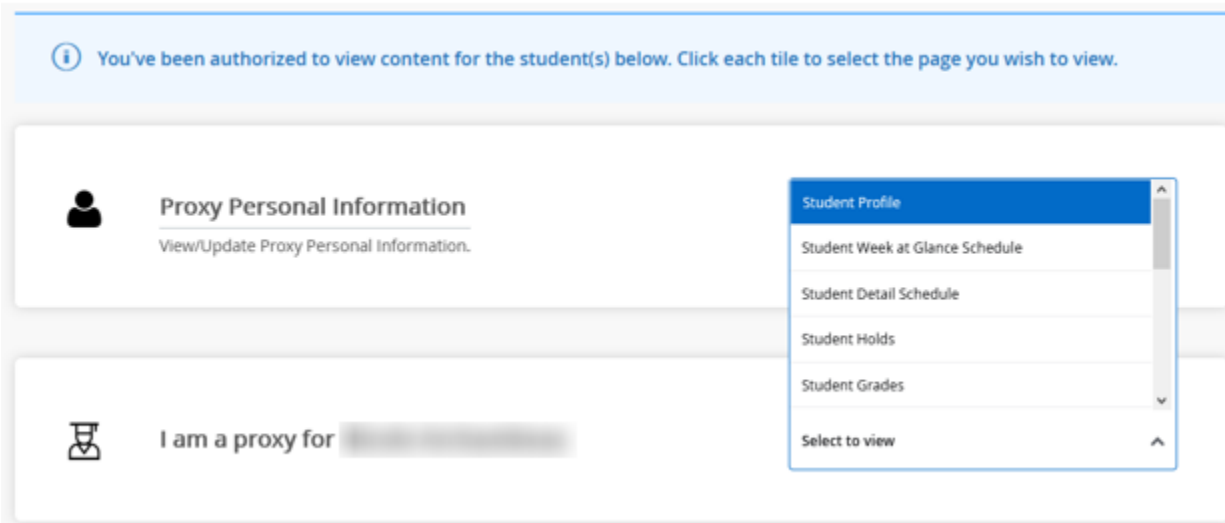
7. Review any additional Proxy emails you receive.

The Proxy system will send emails listing the data you entered into your profile, the information to which you have been given access, and any changes the student makes to your authorizations. You will also be sent an email if/when the student sets a ***Passphrase***, which will be required for WSU to speak with you about the records the student has authorized. The student can give WSU permission to speak with you when they set you up as a proxy. **This will only apply to the offices of the Registrar, Financial Aid and Student Accounts and the proxy must know the passphrase. Visit www.wichita.edu/proxy for more information.** Your student can always manually re-send emails regarding your authorizations or passphrase if needed.

Establishing a passphrase does not guarantee that information requested can be released. Information directly related to the access granted by the student may be discussed. However, additional information about his/her student record or financial information may not be discussed if it is determined that it is not related to, or a part of, what has been authorized by the student.

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