Creating an Authorized Proxy – Instructions for Students

All parents, or other third party proxies, must have a valid email address to be granted access. The same email address cannot be used more than once; i.e. each parent cannot establish a login with the same email address.

To start the Proxy process, login to myWSU with your myWSU id and password.

1. Go to Banner Self-Service
Click “Banner Self-Service” and the “Student Menu” folder, then “Click here to set up Proxy Access”

![Banner Self-Service Menu]

2. Select the Proxy Access tab to access the menu.

![Proxy Access Menu]

3. Click the blue “Proxy Management” link to create/maintain the proxy.

Proxy Management
Proxy Management allows you to give another person (proxy) access to selected Banner web pages like those you see when you view your holds, grades, etc.

4. Click on the blue “Add Proxy” link.

Proxy Management

Step 1: To add/create someone as a proxy:
Click "Add Proxy" link below and follow instructions.

Step 2: Once a proxy has been added:
Use the "expand" link to define the relationship type and select the pages/information that proxy can view.

Your proxy list is empty.

Add Proxy
5. Create your Proxy.
Complete all required fields and click “Add Proxy” button to save.

Proxy Management

Proxy List

Step 1: To add/create someone as a proxy:
Click “Add Proxy” link below and follow instructions.

Step 2: Once a proxy has been added:
Use the “Expand” link to define the relationship type and select the pages/information that proxy can view.

Your proxy list is empty.

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
Last Name
E-mail Address
Verify E-mail Address
Add Proxy

When a proxy is added, both the student and the proxy will receive confirmation emails. The proxy will be provided a link to set up a password for accessing the student’s record.

6. Click on “Expand.”

Proxy Management

A new proxy has been successfully added.

Proxy List

Step 1: To add/create someone as a proxy:
Click “Add Proxy” link below and follow instructions.

Step 2: Once a proxy has been added:
Use the “Expand” link to define the relationship type; click the Authorization tab and select the pages/information that proxy can view.

Expand
Expand

Add Proxy

7. Create Proxy Profile
Select the relationship from the drop-down menu. Enter a description for the proxy (e.g., Mom). The access period defaults to 10 years; you may change the stop date as desired.
8. Enter a passphrase for your Proxy.
This can be any word or phrase that you share with your proxy for their use in communication with WSU. This is NOT a security question but more like a password that is given verbally. Once entered, click “Email Passphrase” to inform your proxy of the passphrase.

9. Authorize your Proxy to view records
Click on the Authorization tab and check the box for the information your proxy is authorized to view. Note that you can also give WSU permission to speak with your proxy about the items you authorize. The proxy must know the passphrase in order for WSU to authenticate them.

At various steps in the proxy set-up process, emails will be sent to the proxy and/or student to confirm what has been done.

To Delete a Proxy:
Go to the Profile tab on the Proxy that you would like to delete and click “Delete Proxy Relationship.”